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A35
1991

URBAN/MUNICIPAL

INFORMATION SYSTEMS
COMMITTEE

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

URBAN/MUNICIPAL
CA4 ON HBL I10
A35 1991

1991 February 12

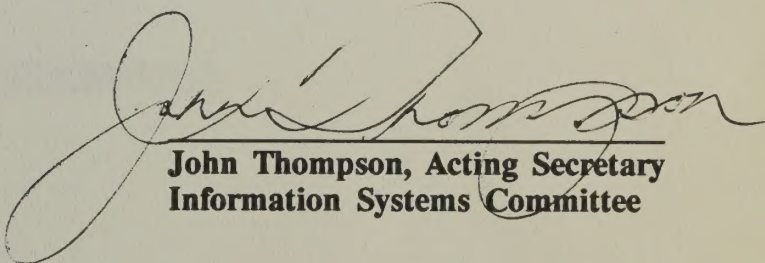
NOTICE OF MEETING
INFORMATION SYSTEMS COMMITTEE

Monday, 1991 February 18
10:30 o'clock a.m.
15th Floor, Chairman's Lounge
Regional Offices

URBAN MUNIC. AL

FEB 28 1991

GOVERNMENT DOCUMENTS


**John Thompson, Acting Secretary
Information Systems Committee**

A G E N D A:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

**(b) Minutes of the Information Systems Committee Meeting
held 1990 November 19**

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

2.1 Presentation by the Director on the 1991 Budget (no copy)

2.2 1990 Interim Management Letter (AUD 91-01)

2.3 Equipment Lease Procedure (91-102)

2.4 Computer Relocation Study (91-105)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT.

Monday, 1990 Nov
10:30 o'clock a.m.
15th Floor Commi
Regional Offices

1 (b)

The Information Systems Committee met.

There were present: Chairman (Alderman) J. Gallagher
Councillor A. Sloat
Alderman G. Copps
Alderman M. Kiss
Chairman R. J. Whynott

Absent with Regrets: Councillor S. Napper, Illness

Also Present: Mr. L. Sage, City Chief Administrative Officer
Mr. J. G. Hindson, Director, Information Systems
Mrs. L. Dale, Secretary

1. DECLARATION OF BUSINESS

- (a) The Committee members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflict of interest were made.

1. MINUTES

- (b) The Committee was in receipt of the minutes of the Information Systems Committee meeting held 1990 October 22nd and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

2.1 1991 DBS (Dunn and Bradstreet Software)

The Committee was in receipt of a report dated 1990 November 4 from the Director of Information Systems and approved the following recommendation:

That the 1991 invoice for \$107 800 from Dunn and Bradstreet Software (formerly Management Science America) be authorized for payment from Account No. CH5609X-26021 (User Software).

NOTE: This invoice represents the 1991 maintenance charges for the DBS software for the Human Resources, Payroll/Personnel and Financial Systems for the Region of Hamilton-Wentworth and the City of Hamilton.

Payment by January 1991 will save at least \$8 600 as the higher 1991 rate would apply after January 1991. A further saving of \$9 310 may be realized if the GST applies and no municipal GST rebate is allowed.

2.2 Supplier of Recycled Printer Cartridges

The Committee was in receipt of a report dated 1990 November 15 from the Director of Information Systems and approved the following recommendation:

- (a) That recycled and recharged laser printer cartridges be acquired from HIGHTech Recharging of Hamilton, at the cost of \$79 per unit, as the lowest of three quotations received.
- (b) That the funding be provided from City of Hamilton Account series CH56001 and Regional Department Account series RH530XX (Office Supplies).

3. Computer Software Licence Agreement WATBAK Software

The Committee was in receipt of a report dated 1990 November 14 from the Director of Information Systems respecting the Computer Software Licence Agreement. Mr. Hindson advised the Committee of a letter dated 1990 November 16 from Legal Services Department recommending that Clause 12 of the Computer Software Licence Agreement with the University of Waterloo be amended to read as follows:

"The Licensee agrees to indemnify the Licenser, its successors and assigns, against any and all loss, cost, charge, claim, demand, fee, damage or expense of every nature of kind which may at any time during the term of the contract be sustained by the Licenser by reason of or in consequence of the Licensee having breached or failed to execute or perform all or any part of this Contract."

The Committee agreed to amend Clause 12 in accordance with the recommendation from Legal Services and approved the following amended recommendation:

That the Computer Software Licence Agreement with the University of Waterloo for the WATBAK Software Program attached herewith and marked Appendix "A" be approved and executed by the appropriate officials for the Region of Hamilton-Wentworth including the following amendment:

That clause 12 be amended to read as follows:

"The Licensee agrees to indemnify the Licenser, its successors and assigns, against any and all loss, cost, charge, claim, demand, fee, damage or expense of every nature of kind which may at any time during the term of the contract be sustained by the Licenser by reason of or in consequence of the Licensee having breached or failed to execute or perform all or any part of this Contract."

4. Electronic Mail Cost Benefit Review

The Committee was in receipt of a report dated 1990 November 14 from the Director of Information Systems providing background information respecting electronic mail - cost benefit review. The Committee was also in receipt of a letter dated 1990 November 5 from Alderman B. Hinkley advising that he will be unable to attend the Information Systems Committee meeting and noting two matters for the Committee to consider with respect to the remote access system.

The Committee discussed the costs of the electronic mail system. Mr. Hindson pointed out the various options which are available in order to establish an improved communication link. Alderman Gallagher advised the Committee that on two separate occasions he had given a verbal presentation to the Finance and Administration Committee with respect to the remote access system. The Committee discussed establishing a policy for remote access. The Committee discussed costs of remote access. After considerable discussion, the Committee approved the following recommendation:

That the correspondence from Alderman B. Hinkley dated 1990 November 5 respecting electronic mail remote access and the information report dated 1990 November 14 from the Director of Information Systems, be TABLED.

*Opposed Alderman Gallagher

5. **PRESENTATION BY THE DIRECTOR OF INFORMATION SYSTEM -
1990 -1991 SYSTEMS**

The Director of Information Systems provided the Committee with a storybook presentation highlighting the specific 1990 development request. Following the presentation, the Committee discussed how important computer technology will be in a time of economic restraints.

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

**L. Dale, Secretary
1990 November 19**

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

2.2

DATE: 1991 January 28

REPORT TO: Ms. L. Dale, Secretary
Information Systems Committee

FROM: Jim Hindson
Director
Information Systems

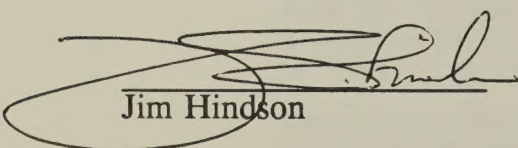
AND

Ann Pekaruk
Internal Auditor

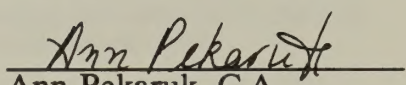
SUBJECT: 1990 INTERIM MANAGEMENT LETTER - ERNST & YOUNG
(AUD 91-01)

RECOMMENDATION:

That staff be directed to implement the 1990 Interim Management Letter from Ernst & Young as outlined in the Management's response for those items related to this Committee's responsibilities



Jim Hindson



Ann Pekaruk, C.A.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Every year, a statutory financial audit is performed by our external auditors. Resulting from the interim examination, Ernst & Young has issued management letters which outline their observations of existing systems, the identification of potential errors or weaknesses and recommendations for strengthening these systems.

The following recommendation "That the 1990 Interim Management Letters from Ernst & Young be distributed to the appropriate Standing Committees for direction regarding implementation." was presented to the Audit Committee on January 9, 1991 and approved by Regional Council on January 15, 1991.

As a result, this report includes only those sections which effect the Regional departments reporting directly to this committee.

January 3, 1991

To the Chairman and the Members of
the Audit Committee of the Regional
Municipality of Hamilton-Wentworth

Our audit of the financial statements of the Regional Municipality of Hamilton-Wentworth (the Region) is now in process. During our examination, we have discovered opportunities for improvement in certain of the Region's internal controls and we have discussed these with Mr. Lawson, your Treasurer. The attached memorandum setting out the matters discussed is enclosed for your information and further consideration.

Our examination is designed to express an opinion on the Region's financial statements and not to evaluate the adequacy of the Region's internal controls. Accordingly, our examination will not necessarily disclose all conditions requiring attention.

The comments outlined in the memorandum concern controls and are not intended to reflect in any way upon the Region's personnel.

We have prepared a separate memorandum for the Hamilton Street Railway and Canada Coach Lines (HSR/CCL) operations. Each memorandum includes current year observations which are areas for improvement which have been identified for the first time in 1990. Prior years' memorandum points as commented on by the previous auditor and prior year comments for the HSR/CCL operations as reported by Ernst & Young in our special report to Council dated December 1, 1989 have also been included.

Previous year comments have been further classified between items which have been resolved since the issuance of the previous memorandum and items which have not yet been fully resolved but are in various stages of resolution. Management's responses to the recommendations have been provided for all current year observations and all unresolved prior year's observations.

As per the terms of our engagement, we will also issue to Council a post audit comments memorandum once the audit of the Region has been completed which will enable us to report any matters of importance and areas for improvement which become evident during the remainder of the 1990 audit of the Region's financial statements.

Should any member wish to discuss the memorandum with us further, we would be pleased to do so at your convenience.

Yours very truly,

Ernst & Young

B.D. Nicol/W.M. Willson:je

Encls.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

1990 INTERIM MANAGEMENT LETTER

CURRENT YEAR COMMENTS

3. COMPUTER SYSTEM

3.1 Observation of existing system

Present system

The Region uses computer services that are provided by the City of Hamilton. There is no written agreement between the Region and the City of Hamilton regarding services to be provided and what associated costs will be charged to the Region.

Potential error or weakness

Without a written agreement, the Region may not receive all the necessary computer services that it requires and there is a possibility that incorrect costs could be charged to the Region.

Management response

The Information Systems Department is administered by a joint Region and City Information Systems Committee that reports to both Region and City Councils.

All charges to both the Region and the City are based on the same actual unit costs for each type of service. Regional Departments receive detailed monthly billing statements. Actual costs are reviewed by both Region and City Finance Departments at year end.

We understand that the Corporations through the legal departments are considering a formal agreement outlining the services to be provided and their related costs.

3.2 Observation of existing system

Present system

Dun & Bradstreet software is used for several critical financial applications. Access to these applications is administered jointly by the Finance department and Information Systems and controlled by the software's Data Communications Interface (DCI). DCI has several limitations, including:

- Terminals cannot be automatically logged off after a specified period of inactivity;
- Passwords cannot be set by the user; and
- There are no logs of attempts to access the system using invalid passwords.

As a result, a system of security has been established whereby an individual can sign on to the system only from his or her own terminal. Some users find this cumbersome.

A new version of DCI is currently being tested and an upgrade in system software (CICS) is also anticipated. The impact of these upgrades on the data security function is currently being reviewed.

(continued)

Recommendation

In conjunction with the planned changes to the system and application software, we suggest that the data security process be reassessed. In particular we suggest that consideration be given to:

- whether the administrative functions can be handled more effectively; and
- the feasibility of using the RACF security software to eliminate the above-noted DCI limitations.

Management response

There are currently three levels of security implemented. Specifically, (CICS) at the terminal level, (DCI) at the user level and (RACF) at the file level. Terminal logoff will be available when (CICS) level 2.11 is implemented in the second quarter of 1991.

Password changes by users are not currently available for the DBS Financial System. This would be implemented should it become available.

A log of attempts to access the system is currently not practical. Although it may be possible to disable access after a fixed number of attempts, this would also inhibit access by users that inadvertently entered an invalid password.

As a means of maintaining a high degree of security, access is currently restricted by location. It is recognized that this is an inconvenience to the users and is currently under review.

(continued)

(continued)

Potential error or weakness

Some users believe that security is restrictive to the point of creating inefficiency. At the same time, the above-noted weaknesses compromise the effectiveness of password controls and hence create a risk of unauthorized access to data.

(continued)

We suggest that security administration functions should be transferred to the User Security Administrator.

RACF is a file level security system and is not suitable for use as a substitute for the DCI.

With the implementation of the automatic logoff feature and the transfer of security administration functions to the User Security Administrator, it is our view that the security of the system will be in accordance with currently accepted principles, and will represent a good balance between ease of use and the need for a high degree of security and integrity in the financial system.

3.3 Observation of existing system

Present system

When a request is made for a program change, a standard request form ("Systems Project Application") is used. However, policies and procedures surrounding the completion of the form have not been formalized.

Potential error or weakness

While we recognize that the personnel who are currently involved with program changes may be aware of the procedures to be followed, the lack of documented guidance could result in a deterioration in the level of these controls in the event of staff turnover.

Recommendation

The policies and procedures to be followed in completing the "Systems Project Application" form should be formalized and documented.

Management response

Agreed. The procedures to be followed in completing the "Systems Project Application" form are being formalized and documented.

Regional Municipality of Hamilton-Wentworth

3.4 Observation of existing system

Present system

There are no formal application development standards. Each programmer is allowed to program and document in a manner that he or she deems appropriate.

Potential error or weakness

Staff turnover could lead to difficulties and inefficiencies in maintaining applications.

Recommendation

Consideration should be given to developing an application development standards manual to serve as a guideline for programmers. These standards should also address the documentation requirements and could help ensure that program code and documentation are consistent among applications.

Management response

The Financial Information System is programmed and documented by the software supplier.

There are currently standards and guidelines for other systems development activities.

Unfortunately, these standards and guidelines are not appropriate for the latest software development tools such as Fourth Generation Language, CASE tools, Relational Databases, etc.

As a result, standards and guidelines for these new environments are currently under development.

3.5 Observation of existing system

Present system

It is possible to access the computer systems from remote locations through the use of dial-up lines.

Potential error or weakness

Unauthorized users could overcome standard password security and access the computer systems. This could result in unauthorized changes to programs and data as well as unauthorized access to confidential data.

Recommendation

Consideration should be given to using a "call back" feature that automatically calls back a dial-up user at a pre-designated telephone number. This would help establish the identity of the user and also help ensure that only authorized system users are permitted access to the system.

Management response

The access via dial-up capabilities is currently restricted through the use of multiple passwords and the drop of the line when multiple access attempts are made.

This access is limited to only generic public, read only, information and the Corporate Electronic Mail System.

Call-back modems would unduly restrict access to a user designated telephone number. The use of dial-up modems is, however, under discussion.

Regional Municipality of Hamilton-Wentworth

3.6 Observation of existing system

Present system

The IBM mainframes are housed in a room in the basement of City Hall that is susceptible to flooding.

There are water pipes running directly over the computers.

There is no uninterruptible power supply.

Potential error or weakness

Computer hardware is susceptible to physical damage.

Recommendation

The risks of physical damage to the computer should be assessed and supported by an analysis of the costs and benefits of changes which might reduce these risks. Consideration should then be given to implementing any additional precautions which are deemed to be cost justifiable.

Management response

Agreed. Council has authorized a Relocation Feasibility Study. Should Council approve a relocation of the computer, it could be relocated by the fourth quarter of 1991.

In the short run, all feasible interim measures have been implemented to reduce the risk of physical damage to the computer.

Regional Municipality of Hamilton-Wentworth

3.7 Observation of existing system

Present system

Data centre personnel have, over the past few years, given consideration to the various elements of a disaster recovery plan. However, a plan has not yet been fully developed.

Potential error or weakness

In the event of a disruption to the computer facilities, certain recovery procedures may have to be addressed on an *ad hoc* basis.

Recommendation

The risk of disaster and the cost/benefits of recovery should be examined. Based on this, a strategy and plan should be developed and tested.

Management response

Agreed. A Disaster Recovery Study was initiated in 1990. Needs and requirements have been determined. The required changes will be coordinated with the Relocation Feasibility Study.

2.3

- RECOMMENDATION -

DATE: 1991 February 11

REPORT TO: Mr. J. D. Thompson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

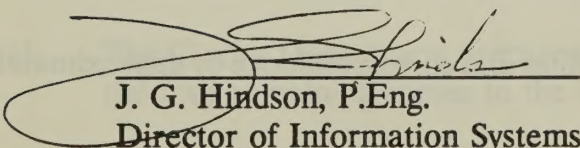
Ms. P. Noé Johnson,
City Solicitor

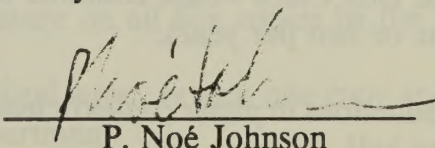
SUBJECT: Equipment Lease Procedure (I/S - 91-102)

RECOMMENDATION:

That the Director of Information Systems be delegated the authority to execute equipment lease schedules to the Master Lease Agreements, as approved by Council, provided the following conditions have been satisfied:

1. That the form and substance of the lease schedule is satisfactory to the City Solicitor;
2. That the requisite expenditure is contained in an approved Budget and is within the Council's adopted purchasing policy;
3. That the Master Lease Agreement has been executed by the lessor and a copy is on file with the City Clerk.


J. G. Hindson, P.Eng.
Director of Information Systems


P. Noé Johnson
City Solicitor

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

The City, from time to time, enters into lease agreements for the use of equipment for the Information Systems Departments including computers, printers, paper handling and data entry equipment. A lease agreement typically consists of a master lease agreement and individual lease "schedules". The Master Lease Agreement includes the terms and conditions by which the Corporation leases equipment from the leasing company. The lease schedules include the specific equipment being leased, the lease term, and the monthly leasing costs for each piece of equipment.

Rather than process all the lease schedules through the Committee process, it is recommended that the "red tape" and delays associated with this procedure be cut by making the requirements of the master lease agreement non-discretionary and then transferring the responsibility of processing the individual lease schedules to the Director of Information Systems.

By modifying the procedure for processing the lease schedule as outlined in Appendix "A" in favour of the procedure as outlined in Appendix "B", the following benefits will be obtained.

1. One Department, rather than three will be involved in the process, thus reducing the cost, involvement, and time required to process a lease schedule.
2. The time period required for the processing of the schedules will be reduced from 6 weeks to 10 minutes.
3. The time of the Mayor and City Clerk will no longer be required to sign the schedule documents. These signatures are not required for the lease schedules. The Mayor and City Clerk would continue to sign the master lease agreements (approximately one or two per year).
4. Reductions in paper copies of leases, schedules and correspondence by approximately one-half.

Note:

The procedure, if approved by City Council, will be monitored by the Administration and will be maintained in the appropriate Office and Council Procedure Manual.

Appendix "A"

Equipment Lease Procedure

Current Practice

1. A recommendation is made to the Information Systems Committee and Council to approve of the execution of a lease schedule agreement for equipment within approved plan and budget.
2. Committee and Council approval of the lease schedule is obtained.
3. The lease schedule (5 copies) are remitted to the Information Systems Department by the lessor.
4. The lease schedules are executed by Information Systems.
5. A transmittal letter is prepared for the Law Department.
6. The schedule document and the transmittal letter are copied.
7. All five originals are sent to the Law Department with the transmittal letter.
8. The Law Department prepares a transmittal letter from the Clerk's Department.
9. The Clerk's Department arranges for signature on all five copies by the City Clerk.
10. The Clerk's Department arranges for signature on all five copies by the Mayor.
11. The Clerk's Department prepares a transmittal letter, retains one copy and forwards the four remaining copies to the Law Department.
12. The Law Department prepares a transmittal letter, retains one copy and forwards the three remaining copies to Information Systems.
13. Information Systems prepares a transmittal letter, retains one copy and forwards the remaining two copies to the lessor.

Appendix "B"

Equipment Lease Procedure

Proposed Practice

1. A recommendation is made to the Information Systems Committee and Council to approve of the execution, by the Mayor and City Clerk, of a master lease agreement, after review by the Law Department.
2. As needs are identified by Information Systems, and the appropriate Departments, the lessor is requested to supply equipment in accordance with individual lease schedules.
3. The lease schedule (3 copies) are accepted by the Director of Information Systems and kept on file in the Information Systems Department.

INFORMATION

2.4

DATE: 1991 February 18

REPORT TO: Mr. J.D. Thompson, Acting Secretary
Information Systems Committee

FROM: Mr. J.G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Relocation Study (I/S 91-105)

BACKGROUND:

At the October 1990 meeting, the Information Systems Committee discussed security problems inherent to the City Hall basement location of the mainframe computer. The Committee directed staff to outline other location options and the feasibility of moving the mainframe computer facility out of the basement.

The move is targeted for December 1991, given a unique window of opportunity then: major leases are scheduled to expire and replacement equipment installed; and costs and disruption can be minimized.

The study is being performed internally by Mr. Steve Cowell, Manager Systems Planning.

CURRENT STATUS:

Meetings have been held with the Information Systems Managers, Property Department, HECFI and industry experts, to determine needs and facilitate the study.

At least 3,550 and ideally 3,800 sq. ft. of space is needed for a minimum 10 year leasing period. This to accommodate Computer Operations staff and equipment, excluding the Microfilming Unit. The 3,800 sq. ft. includes 250 sq. ft. for a DEC/Vax computer for disaster recovery purposes. The computer room would be built to accepted design standards, including for example, raised floor and sprinkler system.

There are two basic options:

1. Expand the existing Computer Operations on the first floor, City Hall, from 1,850 to 3,700 sq. ft. and relocate eleven displaced systems development staff.
2. Identify other available space for the total 3,550/3,800 sq. ft.

Option 1 would satisfy the minimum 3,550 and is close to satisfying the ideal 3,800 sq. ft. needs. Though, an additional 1,850 sq. ft. would be needed to relocate the displaced staff.

To satisfy Option 2, the Property Department has identified space availability in all downtown Hamilton buildings currently used by The Corporations, and others that have sufficient space (**Attachment 1**) and are currently not used. Six sites meet the minimum space needs:

- * 1 James St. South
- * Bank of Commerce Phase II
- * Standard Life
- * Stelco Tower and
- * 35 Park Place

Only 1 James St. South is currently used by The Corporations. No additional space is reported to be available in either City Hall or the Fairclough building. The Property Department also indicates there is ample time to meet the December 1991 move date.

Mandatory requirements (**Attachment 2**) will be used to screen possible sites and evaluation criteria will be used to further analyze the more promising ones, as follows:

- * Accessibility to the computer network.
- * Likelihood of meeting the December 1991 time-frame.
- * Ease of transition/implementation with minimal operational impact.
- * Ongoing (post-implementation) operational efficiency.
- * Satisfies disaster prevention/protection and security needs.
- * Provides future flexibility and complements/facilitates Information Systems' strategy.
- * Low one-time and ongoing costs.

Three types of sprinkler systems were evaluated: CO₂(carbon dioxide), Water and Halon replacement. Halon, once popular, is no longer considered acceptable because of environmental concerns. CO₂ is hazardous to humans and a cost-effective Halon replacement is currently not available. Thus, the water system is the only currently viable option and, to minimize premature activation by false alarm, a preactivated or dry nozzle type is recommended.

NEXT STEPS:

- * Further seek to identify opportunities for freeing-up space in City Hall and/or the Fairclough building.
- * Identify best site options and report back to the Committee with operational and cost impacts, and recommended timing schedule.

JAN 11 1991

CORPORATION OF THE CITY OF
MEMORANDUM

FILE	TO	Intm	Intm	Act.	R
	J.G.H.				
	G.E.C.				
	P.M.				
	K.K.				
	S.I.C.				
	M.G.G.				
	W.D.L.				
	F.E.				
	A.J.				

TO: Mr. J. G. Hindson, P.Eng.
Director of Information Systems
Information Systems

FROM: Mr. M.C.J. Watson
Manager, Real Estate Division
Property Department

OUR FILE:
PHONE: (416) 546-4504

SUBJECT: Computer Relocation Study

DATE: 1991 January 10

Further to your memo of December 21, 1990, we wish to provide you with the following information.

Office Space Information

City Hall	no space available (must build on)
Ellen Fairclough	no space available
Robert Thompson	not sufficient space
Convention Centre	no space available
Copps Coliseum	no space available
Hamilton Place	no space available
1 James St. South	possible at \$13.00 per square foot net + \$8.00 per square foot operating cost
25 Main St. West	no space available
Football Hall of Fame	no space available
Bank of Commerce Phase II	space is available, \$19.50 per square foot net + \$9.00 per square foot operating cost
Standard Life	3,700 square feet - \$19.50 per square foot net + \$8.50 per square foot operating cost
Stelco Tower	3,950 square feet at \$17.00 per square foot net + \$8.00 per square foot operating cost
35 Park Place	6,000 square feet at \$11.50 per square foot net
Bank of Montreal (2nd Floor)	3,600 square feet at \$17.00 per square foot net

Kindly advise if any further information is required.


M.C.J. Watson

MCJW:ag

JAN 1 1967

DECLARATION OF THE CITY OF MEMPHIS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Dr. J. E. Ridenour, Mayor
Director of Information Systems
Information Systems

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Director of Information Systems
Information Systems

Dr. J. E. Ridenour, Mayor
Director of Information Systems
Information Systems

COMPUTER RELOCATION - MANDATORY REQUIREMENTS

The following requirements will be used to initially screen site options before subjecting them to more rigorous analysis:

1. Office Requirements:

- a) Minimum space 3,550 and ideally 3,800 square feet (including 250 sq. ft. for back-up DEC computer), plus room for potential future expansion (i.e. 750 sq. ft. for microfilming unit).
- b) Height of computer room minimum 10 feet gross (including 18 inch raised floor and 18 inch suspended ceiling) and 8 feet net.
- c) Electrical power minimum 400 amps and 85 Kw in data centre or 500 Kw in building or substation.
- d) Located at or above ground level with minimum floor loading 75 lb/ft and adequate drainage.
- e) Close to vault or secure fireproof room to store tapes and cheques.

2. Building Needs:

- a) Environmentally/physically secure. E.G. no risk from vibration, water, fire or unsolicited access.
- b) Fork-lift truck/loading dock/service elevator to provide access for equipment and paper skids. For example, minimum 50x78 inch door access, 5.5 feet depth, and 2500 lb capacity.
- c) Accessible to couriers and non-Systems staff for work drop-off/pick-up outside normal office hours (9am - 5pm).
- d) Satisfies Fire department needs.

3. Geographic Location:

- a) Within 1 km. of fibre-optic link to computer network.
- b) Away from electrical and communications interference; power lines/pilons, and medical and industrial complexes.

4. Contractual Considerations:

- a) If leased, a minimum duration of 10 years.
- b) Available for construction 1991/Quarter 3 and occupancy December, 1991.

CONSENT OF RELIGIOUS - MARRIAGE REFORM

The following agreement will be used in writing before the parties are joined in marriage.

1. Preamble

- a) The parties are of legal age and of sound mind and are not related by blood or affinity.
- b) The parties are of legal age and of sound mind and are not related by blood or affinity.
- c) The parties are of legal age and of sound mind and are not related by blood or affinity.
- d) The parties are of legal age and of sound mind and are not related by blood or affinity.
- e) The parties are of legal age and of sound mind and are not related by blood or affinity.
- f) The parties are of legal age and of sound mind and are not related by blood or affinity.
- g) The parties are of legal age and of sound mind and are not related by blood or affinity.
- h) The parties are of legal age and of sound mind and are not related by blood or affinity.
- i) The parties are of legal age and of sound mind and are not related by blood or affinity.
- j) The parties are of legal age and of sound mind and are not related by blood or affinity.

2. Marriage

- a) The parties are of legal age and of sound mind and are not related by blood or affinity.
- b) The parties are of legal age and of sound mind and are not related by blood or affinity.
- c) The parties are of legal age and of sound mind and are not related by blood or affinity.
- d) The parties are of legal age and of sound mind and are not related by blood or affinity.
- e) The parties are of legal age and of sound mind and are not related by blood or affinity.
- f) The parties are of legal age and of sound mind and are not related by blood or affinity.
- g) The parties are of legal age and of sound mind and are not related by blood or affinity.
- h) The parties are of legal age and of sound mind and are not related by blood or affinity.
- i) The parties are of legal age and of sound mind and are not related by blood or affinity.
- j) The parties are of legal age and of sound mind and are not related by blood or affinity.

3. Geographic Location

- a) Within 1 year of this date and to remain in effect.
- b) Every year thereafter and to remain in effect.
- c) Every year thereafter and to remain in effect.
- d) Every year thereafter and to remain in effect.
- e) Every year thereafter and to remain in effect.
- f) Every year thereafter and to remain in effect.
- g) Every year thereafter and to remain in effect.
- h) Every year thereafter and to remain in effect.
- i) Every year thereafter and to remain in effect.
- j) Every year thereafter and to remain in effect.

4. Consent of Religious

- a) Within 1 year of this date and to remain in effect.
- b) Every year thereafter and to remain in effect.
- c) Every year thereafter and to remain in effect.
- d) Every year thereafter and to remain in effect.
- e) Every year thereafter and to remain in effect.
- f) Every year thereafter and to remain in effect.
- g) Every year thereafter and to remain in effect.
- h) Every year thereafter and to remain in effect.
- i) Every year thereafter and to remain in effect.
- j) Every year thereafter and to remain in effect.

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

URBAN/MUNICIPAL

CAY ON HBL ID
A35 1991

1991 March 13

NOTICE OF MEETING

INFORMATION SYSTEMS COMMITTEE

Monday, 1991 March 18
10:30 o'clock a.m.
15th Floor, Committee Room
Regional Offices

Susan K. Reeder, Acting Secretary
Information Systems Committee

AGENDA:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

**(b) Minutes of the Information Systems Committee Meeting
held 1991 February 18**

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

1991 Information Systems Budget (I/S 91-107)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT.

(1) General Summary
(2) Detailed description of the subject

(3) Description of the subject
(4) Description of the subject

(5) Description of the subject

(6) Description of the subject

(7) Description of the subject

(8) Description of the subject

1 (b)

Monday, 1991 February 18
10:30 o'clock a.m.
15th Floor, Chairman's Lounge
Regional Offices

The Information Systems Committee met.

There were present: Chairman (Alderman) J. Gallagher
Alderman M. Kiss
Councillor A. Sloat
Councillor S. Napper

Absent with regrets: Alderman G. Copps (Vacation)

Also present: Mr. J. G. Hindson, Director, Information Systems
Mr. John Thompson, Acting Secretary

1. **GENERAL**

(a) **DECLARATION OF INTEREST**

The Committee members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no Declaration of Conflict of Interest was made.

(b) **MINUTES**

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1990 November 19 and approved the recommendation that the minutes be received and adopted as presented.

2. **NEW BUSINESS**

2.1 **PRESENTATION BY THE DIRECTOR ON THE 1991 BUDGET**

The Director of Information Systems advised that presentation of the 1991 Budget Estimates has been deferred to the next meeting at the request of the Finance Department.

2.2 **1990 INTERIM MANAGEMENT LETTER (AUD 91-01)**

The Committee had before it a report of the Director of Information Systems dated 1991 January 28 recommending that staff be directed to implement the 1990 Interim Management letter from Ernst & Young as outlined in the Managements response to those items related to the responsibilities of the Information Systems Committee.

The Committee approved the 1990 Interim Management letter for implementation by Systems staff.

2.3 EQUIPMENT LEASE PROCEDURE (91-102)

As outlined in a report of the Director of Information Systems dated 1991 February 11 the Committee approved the following recommendations:

That the Director of Information Systems be delegated the authority to execute equipment lease schedules to the Master Lease Agreements, as approved by Hamilton City Council, provided the following conditions have been satisfied:

- (a) That the form and substance of the lease schedule is satisfactory to the City Solicitor;
- (b) That the requisite expenditure is contained in an approved Budget and is within Hamilton City Council's adopted purchasing policy;
- (c) That the Master Lease Agreement has been executed by the lessor and a copy is on file with the City Clerk.

2.4 COMPUTER RELOCATION STUDY (91-105)

The Committee received an Information Report from the Director of Information Systems dated 1991 February 18 advising that the proposed relocation of the mainframe computer facility out of the basement of City Hall is targeted for December 1991.

Mr. Hindson advised that he hopes to report back to the Committee with a recommendation in March or April on a suitable site for the computer relocation.

In reviewing the Computer Relocation Study Report, a general discussion ensued on the concept or viability of establishing a computer utility to sell computer services for profit. Mr. Hindson commented that he would have to examine and review the parameters for establishing a computer utility. He added, however, he believes municipalities are prohibited by legislation from establishing a computer utility business which would be in competition with private enterprise.

3. TELEPHONE SYSTEM COST REVIEW

Mr. Hindson informed the Committee that his Department has assumed responsibility for administration of the telephone system and is in the process of analyzing the cost factor for alternative ways of providing a trunk line to Toronto with the view to saving money. The telephone system review will also include ways and means for Departments to better monitor telephone calls.

There being no further business the meeting then adjourned.

TAKEN AS READ AND APPROVED,

J. Thompson,
Acting Secretary

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

- RECOMMENDATION -

2.

DATE: 1991 March 11

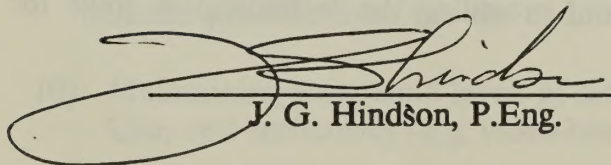
REPORT TO: Mr. J. D. Thompson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: 1991 Information Systems Budget (I/S 91-107)

RECOMMENDATION:

- a) That the 1991 Information Systems Current Budget be approved at the Zero Level Increase and be forwarded to the Committees of the Whole (Region and City of Hamilton) for consideration in the 1991 Budget process.



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

Budget detail is attached to the letter of transmittal from the Director of Information Systems.



INFORMATION SYSTEMS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573

1991 March 11

Mr. J. D. Thompson, Acting Secretary
Information Systems Committee

Re: 1991 Information Systems Budget

Attached please find the proposed 1991 Budget for Information Systems services to be supplied to the Regional Municipality of Hamilton-Wentworth and The Corporation of the City of Hamilton.

Information Systems provides services to all Region and City Departments and Boards and currently supports more than 100 major applications. These applications are operating on two major computer architectures with over 800 connected terminals, and over 600 workstations.

The 1991 Budget reflects the Management Plan and strategy of coordinating information systems requirements, rationalizing resources and providing the technological tools for improving productivity.

Zero Levy Increase

A "Zero increase" on the general levy line of both the Region and the City has been achieved in accordance with the Councils' objectives. This zero increase has been achieved by:

- 1) Ongoing cost and staff reduction measures.
- 2) Reduction in Systems Analysis and Programming hours provided to the Region. These reductions will not affect basic services and are consistent with current projections in service demands by the User Groups.
- 3) Reduced development and maintenance requirements for the Financial Information System (DBS, Dunn and Bradstreet Software).
- 4) Leaving some staff vacancies unfilled.
- 5) Increased use of resources by externally-funded projects such as the City Property Database/Taxation Project.

1991 Work Plan

A major portion of Information Systems activities are associated with maintaining existing systems. However, ongoing projects for 1991 include:

- 1) Communications Network.
- 2) Encourage/Facilitate coordination of Radio Trunking and Computer-Aided Dispatch Projects with Communications Network Strategy.
- 3) Computer Security and Relocation Project.
- 4) Complete Phase I of Computer Disaster Recovery Project.
- 5) Parcel Project (ongoing support), coordination with Property/Tax Project.
- 6) MMS (Maintenance Management System). Encourage the use of this system by other Departments, and coordinate with the attendance system component of PEP.
- 7) Replace EMail/Calendaring system with a system with improved features and (possibly) lower cost. This is a very strategic and complex decision.
- 8) Completion of Wang Conversion/Phase-out.
- 9) Encouraging and Supporting Departments and End-Users in obtaining the maximum benefits possible from the use of Information Technology.
- 10) Maintaining acceptable levels of service to Users. Innovative approaches being used - User self-sufficiency (e.g. video-based training).
- 11) Incentives for User participation in Systems design, implementation and "ownership" of system applications.
- 12) Integration of Transit-related accounting operations with the Financial Information System.

Cost sharing between the Region and City:

All costs are distributed between the Region and City based on an equal "fee for service" basis. At the end of the year, all costs are recomputed based on year-end actuals and the Region and City accounts are adjusted accordingly.

COMPARISON OF 1991 and 1990 UNIT COSTS AND RATES

Table A indicates a comparison of 1990 and 1991 unit costs. In general the estimated rates for each type of service in 1991 is lower than 1990. In some cases the reduced rate is the result of decreased costs, in some cases there is an increase in the number of units provided or a combination of both factors.

TABLE A

Comparison of 1991 and 1990 Rates for Information Systems Services

Type of Service	Unit	1990 Cost	1991 Cost	% Chge
Data Entry	keystroke	.00507	.00449	-11.4%
Microfilming	image	.05298	.05074	-4.2%
CPU	hours	788.46	794.634	+0.8%
Lines Printed	lines	.00120	.00118	-1.8%
Disk Space (DASD)	percent	503.98	544.45	+8.0%
Systems Analysis	hours	63.48	68.29	+7.6%
Programming	hours	43.04	45.43	+5.6%
Connection with Communications	each	33.81	33.65	-2.1%
Connection without Communications	each	48.95	45.76	-0.5%
Support Services	CPU/mo	65.75	49.01	-25.5%

Services Provided to the Region of Hamilton-Wentworth

Total expenses associated with Information Systems related services for Regional Departments is up **3.74%** over 1990. However, the total impact on the Information Systems portion of the general levy is **0.0%**. Any increase for 1991 is associated with expenses that have been initiated by the User Departments and are subsequently processed through the Systems accounts, such as the leasing of workstations or other Department or Corporate projects.

In 1991, all Information Systems costs, with one exception, have been allocated to the Regional Departments in accordance with the Business Plan. The exception is the annual cost of financing the Regional equipment replacement reserve which will continue to be financed from the General levy.

The distribution of all costs and services provided to the Region are detailed in the Information Systems Program Cost Sheets attached to this document. Each type of service (e.g. Systems Analysis, Programming, Business Systems Central Processing costs) is detailed by expenses and Regional Department usage.

Region Service Enhancements

Priorities for Systems Development and enhancement are recommended by User Groups for each system (e.g. Finance Users Group). The 1991 budget includes a maintenance level of service and limited development (e.g. GST). Any additional requests for systems development would be initiated by the User Department.

Services Provided to the City of Hamilton

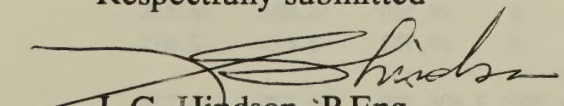
Total expenses associated with Information Systems related services for the City of Hamilton and the Hamilton Public Library are up **4.59 %** over 1990. However, the total impact on the Information Systems portion of the general levy is down **0.06 %**. The increase is associated with expenses that have been initiated by the User Departments and are processed through the Systems accounts such as the leasing of workstations and the services associated with the City Boards or other Department or Corporate projects (Property Database/Taxation Project).

City of Hamilton Service Enhancements

Priorities for Systems Development and enhancement are recommended by User Groups for each system (e.g. Property Users Group). The 1991 budget includes a maintenance level of service and limited development (e.g. GST).

1991 will present many opportunities in terms of implementing the types of information technology that can provide for more efficient and effective operations. However, to be as effective as possible, basic changes to "the processes by which work is done" should be considered by the Corporations.

Respectfully submitted


J. G. Hindson P.Eng.
Director of Information Systems

DEPARTMENT COST SUMMARY

08-Mar-91

FUNCTION : GENERAL GOVERNMENT

PROGRAM : INFORMATION SYSTEM INFORMATION SYSTEMS

	1990	1990	1991	1991	1991	%	%
EXPENDITURES - GROSS	BUDGET	ACTUAL	EXISTING	CHANGE	PROPOSED	INCREASE PROPOSED	INCREASE EXISTING
ADMINISTRATION & PLANNING	0	0	0	0	0	NA	NA
SYSTEMS ANALYSIS	776,470	806,178	894,770	(60,150)	834,620	7.49%	15.24%
PROGRAMMING	818,790	793,319	903,980	(40,250)	863,730	5.49%	10.40%
CONTRACTED SERVICES	0	0	109,030	0	109,030	NA	NA
BUSINESS SYSTEMS CENTRAL PROCESSING	2,667,580	2,645,660	2,698,390	0	2,698,390	1.15%	1.15%
USER SOFTWARE	174,410	174,500	133,480	0	133,480	-23.47%	-23.47%
COMMUNICATIONS	268,240	211,028	290,940	0	290,940	8.46%	8.46%
DATA ENTRY	185,150	189,188	163,700	0	163,700	-11.59%	-11.59%
PROCESS CONTROL SYSTEMS	1,081,090	1,048,710	1,077,450	(34,700)	1,042,750	-3.55%	-0.34%
SUPPORT SERVICES - WORKSTATIONS	285,380	253,205	328,990	0	328,990	15.28%	15.28%
SUPPORT SERVICES - HARD/SOFTWARE	1,145,840	1,154,309	1,261,720	0	1,261,720	10.11%	10.11%
IMAGE PROCESSING	182,560	179,294	175,330	0	175,330	-3.96%	-3.96%
TOTAL EXPENDITURES	7,585,510	7,455,391	8,037,780	(135,100)	7,902,680	4.18%	5.96%
REVENUES							
CITY OF HAMILTON & LIBRARY	3,916,520	3,662,196	4,196,860	(100,400)	4,096,460	4.59%	7.16%
LESS LIBRARY AND OTHER (CITY)	(293,570)	(283,480)	(475,840)	0	(475,840)	62.09%	62.09%
NET CITY OF HAMILTON LEVY	3,622,950	3,378,716	3,721,020	(100,400)	3,620,620	-0.06%	2.71%
REGION OF HAMILTON-WENTWORTH	3,668,990	3,793,195	3,840,920	(34,700)	3,806,220	3.74%	4.69%
RECOVERIES FROM REGIONAL DEPARTMENTS							
CHAIRMAN	3,560	3,439	2,650	0	2,650	-25.56%	-25.56%
CLERKS	29,150	23,877	34,270	0	34,270	17.56%	17.56%
CAO/INTERNAL AUDIT	22,180	19,909	16,740	0	16,740	-24.53%	-24.53%
SOLICITOR	51,140	56,334	62,070	0	62,070	21.37%	21.37%
FINANCE - ACCOUNTING	670,970	1,067,940	1,011,280	0	1,011,280	50.72%	50.72%
FINANCE - FINANCE	27,900	27,918	37,090	0	37,090	32.94%	32.94%
FINANCE - METERED WATER	282,090	175,727	200,380	0	200,380	-28.97%	-28.97%
FINANCE - REVENUE	7,730	13,305	50,010	0	50,010	546.96%	546.96%
SUBTOTAL FINANCE	988,690	1,284,890	1,298,760	0	1,298,760	31.36%	31.36%
HUMAN RESOURCES	788,350	681,928	735,020	0	735,020	-6.76%	-6.76%
PEP Project	0	0	75,000	0	75,000	NA	NA
POLICE	3,160	1,157	3,110	0	3,110	-1.58%	-1.58%
H.S.R.	1,084,560	1,051,957	1,080,680	(34,700)	1,045,980	-3.56%	-0.36%
GENERAL ENGINEERING	62,420	39,015	48,940	0	48,940	-21.60%	-21.60%
PARCIL	0	0	41,600	0	41,600	NA	NA
HEALTH	28,680	53,211	87,150	0	87,150	203.87%	203.87%
SOCIAL SERVICES	233,190	237,571	222,580	0	222,580	-4.55%	-4.55%
MACASSA LODGE	2,890	2,865	1,910	0	1,910	-33.91%	-33.91%
WENTWORTH LODGE	2,880	934	1,320	0	1,320	-54.17%	-54.17%
PLANNING	106,500	50,764	99,190	0	99,190	-6.86%	-6.86%
ECONOMIC DEVELOPMENT	30,740	34,863	29,930	0	29,930	-2.64%	-2.64%
SUB-TOTAL RECOVERIES FROM DEPARTMENTS	3,438,090	3,542,714	3,840,920	(34,700)	3,806,220	10.71%	11.72%
Transfer to Reserve	30,000	30,000	30,000	0	30,000	0.00%	0.00%
TO BE MET FROM REGION GENERAL LEVY	260,900	280,481	30,000	0	30,000	-88.50%	-88.50%

ACCOUNT NUMBER	DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES									
	Salaries and Wages	339,910	349,217	363,180	(10,000)	353,180	3.90%	6.85%	
	Employee Benefits	53,450	56,123	53,570	0	53,570	0.22%	0.22%	
	Staff Travel	5,000	2,083	2,030	0	2,030	-59.40%	-59.40%	
	Staff Training	7,500	7,882	1,800	0	1,800	-76.00%	-76.00%	
	Meeting Expenses	1,220	3,864	1,270	0	1,270	4.10%	4.10%	
	Consulting Services	5,980	0	0	0	0	-100.00%	-100.00%	
	Office Supplies	7,850	9,971	5,160	0	5,160	-34.27%	-34.27%	[1]
	Books & Library	950	253	740	0	740	-22.11%	-22.11%	[1]
	Postage	0	585	250	0	250	NA	NA	
	Software	0	0	1,000	0	1,000	NA	NA	
	Memberships & Subscriptions	1,270	4,555	1,320	0	1,320	3.94%	3.94%	
	Telephone Expense	12,850	15,447	13,300	0	13,300	3.50%	3.50%	
	Various Contractual	27,060	31,872	28,050	0	28,050	3.66%	3.66%	
	Rent - Office	43,050	47,820	44,550	0	44,550	3.48%	3.48%	
	Rent - Car Pool	480	2,780	500	0	500	4.17%	4.17%	
	Rent - Office Equipment	4,300	2,448	4,280	0	4,280	-0.47%	-0.47%	
	Repairs & Mtce - Office Equip.	1,890	270	0	0	0	-100.00%	-100.00%	
	Office Furniture	9,360	4,179	450	0	450	-95.19%	-95.19%	
	Administrative Recovery	(522,120)	(539,349)	(521,450)	10,000	(511,450)	-2.04%	-0.13%	
	Total Expenditures	0	0	0	0	0	NA	NA	

NOTES: [1] Some costs distributed to other, more appropriate, cost Centres

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries & Wages	405,370	419,286	486,220	(51,070)	435,150	7.35%	19.94%	[1]
Benefits	64,720	66,196	72,650	(9,080)	63,570	-1.78%	12.25%	
Staff Travel	260	109	270		270	3.85%	3.85%	
Staff Training	9,500	11,848	6,000		6,000	-36.84%	-36.84%	
Software	0	0	2,500		2,500	NA	NA	
Various Contractual	185,810	191,911	211,850		211,850	14.01%	14.01%	[2]
Rent - Office Equipment	0	0	0		0	NA	NA	
Rent - Computer Equipment	26,840	26,335	29,300		29,300	9.17%	9.17%	[3]
Equipment Repair	5,120	4,843	6,210		6,210	21.29%	21.29%	[4]
Administration	78,850	85,650	79,770		79,770	1.17%	1.17%	
Total Expenditures	776,470	806,178	894,770	(60,150)	834,620	7.49%	15.24%	
REVENUES								
City of Hamilton & Library	459,450	518,422	655,150	(60,150)	595,000	29.50%	42.59%	
Regional Departments								
Solicitor	6,350	389	0		0	-100.00%	-100.00%	
Finance - Accounting	29,220	27,226	48,490		48,490	65.95%	65.95%	
Finance - Finance	0	0	3,410		3,410	NA	NA	
Finance - Metered Water	0	4,039	13,660		13,660	NA	NA	
Finance - Revenue	0	838	8,400		8,400	NA	NA	
Human Resources	86,400	86,705	92,870		92,870	7.49%	7.49%	
General Engineering	22,240	0	3,820		3,820	-82.82%	-82.82%	
Health	0	2,693	0		0	NA	NA	
Social Services	86,400	71,087	64,530		64,530	-25.31%	-25.31%	
Macassa Lodge	0	60	0		0	NA	NA	
Economic Development	0	898	0		0	NA	NA	
Planning	0	718	4,440		4,440	NA	NA	
Total Revenues	690,060	713,075	894,770	(60,150)	834,620	20.95%	29.67%	
To Be Met From General Levy	86,410	93,103	0	0	0	-100.00%	-100.00%	

NOTES: [1] Salary increases and annualizations

[2] Low 1990 Estimate, annualizations

[3] Annualization of PC workstations for Systems Analysts

[4] Expired equipment warranties

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : PROGRAMMING

Page 4

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries & Wages	471,600	466,620	539,000	(32,780)	506,220	7.34%	14.29%	[1]
Benefits	81,060	79,137	89,880	(7,470)	82,410	1.67%	10.88%	
Staff Travel	50	378	50		50	0.00%	0.00%	
Staff Training	11,500	11,879	5,000		5,000	-56.52%	-56.52%	
Software	0	0	500		500	NA	NA	
Leasing - Terminals	29,160	16,050	30,330		30,330	4.01%	4.01%	
Maintenance	1,000	648	3,420		3,420	242.00%	242.00%	[2]
Various Contractual	141,270	134,327	153,230		153,230	8.47%	8.47%	
Administration	83,150	84,280	82,570		82,570	-0.70%	-0.70%	
Total Expenditures	818,790	793,319	903,980	(40,250)	863,730	5.49%	10.40%	
REVENUES								
City of Hamilton & Library	509,660	334,416	575,510	(40,250)	535,260	5.02%	12.92%	
Regional Departments								
Clerks	0	479	0		0	NA	NA	
Solicitor	0	0	0		0	NA	NA	
Finance -Accounting	58,570	130,847	61,790		61,790	5.50%	5.50%	
Finance - Finance	0	0	2,040		2,040	NA	NA	
Finance - Metered Water	0	3,329	12,950		12,950	NA	NA	
Finance - Revenue	0	2,480	13,630		13,630	NA	NA	
Human Resources	175,720	171,910	185,360		185,360	5.49%	5.49%	
Police	0	522	0		0	NA	NA	
General Engineering	8,610	0	0		0	-100.00%	-100.00%	
Health	0	2,480	0		0	NA	NA	
Social Services	41,300	70,615	52,700		52,700	27.60%	27.60%	
Macassa Lodge	0	0	0		0	NA	NA	
Planning	0	218	0		0	NA	NA	
Economic Development	0	6,680	0		0	NA	NA	
Total Revenues	793,860	723,976	903,980	(40,250)	863,730	8.80%	13.87%	
To Be Met From General Levy	24,930	69,343	0	0	0	-100.00%	-100.00%	

OTES: [1] Salary increases and annualizations
[2] Expired equipment warranties

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : CONTRACTED SERVICES

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DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries & Wages	0	0	67,430		67,430	NA	NA	
Benefits	0	0	0		0	NA	NA	
Staff Travel	0	0	0		0	NA	NA	
Staff Training	0	0	0		0	NA	NA	
Software	0	0	0		0	NA	NA	
Leasing - Terminals	0	0	0		0	NA	NA	
Maintenance	0	0	0		0	NA	NA	
Various Contractual	0	0	41,600		41,600	NA	NA	
Administration	0	0	0		0	NA	NA	
Total Expenditures	0	0	109,030	0	109,030	NA	NA	
REVENUES								
City of Hamilton & Library	0	0	0		0	NA	NA	
Regional Departments								
PEP Project	0	0	67,430		67,430	NA	NA	
Parcil	0	0	41,600		41,600	NA	NA	
Total Revenues	0	0	109,030	0	109,030	NA	NA	
To Be Met From General Levy	0	0	0	0	0	NA	NA	

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries & Wages	508,110	497,214	527,450		527,450	3.81%	3.81%	
Benefits	87,220	82,960	84,390		84,390	-3.24%	-3.24%	
Staff Training	9,650	2,877	10,040		10,040	4.04%	4.04%	
Office Supplies	1,150	317	0		0	-100.00%	-100.00%	[1]
Postage & Courier	3,000	1,471	2,000		2,000	-33.33%	-33.33%	
Software	361,250	340,382	360,940		360,940	-0.09%	-0.09%	
Operating Supplies	107,340	120,525	123,250		123,250	14.82%	14.82%	[2]
Insurance	13,210	13,210	13,180		13,180	-0.23%	-0.23%	
Various Contractual	67,170	74,051	39,400		39,400	-41.34%	-41.34%	[3]
Equipment Rental	1,127,550	1,115,185	1,155,380		1,155,380	2.47%	2.47%	
Security	6,000	8,353	6,240		6,240	4.00%	4.00%	
Maintenance	105,040	108,045	118,200		118,200	12.53%	12.53%	[4]
Administration	270,890	281,070	257,920		257,920	-4.79%	-4.79%	
Total Expenditures	2,667,580	2,645,660	2,698,390	0	2,698,390	1.15%	1.15%	
REVENUES								
City of Hamilton & Library	1,501,480	1,436,897	1,500,680		1,500,680	-0.05%	-0.05%	
Regional Departments								
Clerks	11,580	5,869	5,780		5,780	-50.09%	-50.09%	
Finance -Accounting	452,730	780,595	761,140		761,140	68.12%	68.12%	
Finance - Finance	0	0	0		0	NA	NA	
Finance - Metered Water	262,590	141,772	148,730		148,730	-43.36%	-43.36%	
Finance - Revenue	0	167	300		300	NA	NA	
Human Resources	287,620	190,597	194,120		194,120	-32.51%	-32.51%	
PEP Project	0	0	200		200	NA	NA	
HSR	0	2,003	0		0	NA	NA	
General Engineering	17,500	6,329	7,920		7,920	-54.74%	-54.74%	
Social Services	79,890	57,063	53,030		53,030	-33.62%	-33.62%	
Planning	54,190	24,368	26,490		26,490	-51.12%	-51.12%	
Total Revenues	2,667,580	2,645,660	2,698,390	0	2,698,390	1.15%	1.15%	
To Be Met From General Levy	0	0	0	0	0	NA	NA	

OTES: [1] Some costs distributed to other, more appropriate, cost Centres
 [2] Increased printing supplies
 [3] Transfer one staff position to Support Services vacancy
 [4] Expired equipment warranties

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Software Maintenance	174,410	174,500	133,480		133,480	-23.47%	-23.47%	[1]
Total Expenditures	174,410	174,500	133,480	0	133,480	-23.47%	-23.47%	
REVENUES								
City of Hamilton & Library	100,710	100,800	50,420		50,420	-49.94%	-49.94%	
Regional Departments								
Finance -Accounting	30,700	30,700	32,550		32,550	6.03%	6.03%	
Finance - Finance	0	0	660		660	NA	NA	
Finance - Metered Water	0	0	0		0	NA	NA	
Finance - Revenue	0	0	0		0	NA	NA	
Human Resources	43,000	43,000	47,840		47,840	11.26%	11.26%	
General Engineering	0	0	490		490	NA	NA	
Health	0	0	680		680	NA	NA	
Social Services	0	0	220		220	NA	NA	
Planning	0	0	560		560	NA	NA	
Economic Development	0	0	60		60	NA	NA	
Total Revenues	174,410	174,500	133,480	0	133,480	-23.47%	-23.47%	
To Be Met From General Levy	0	0	0	0	0	NA	NA	

NOTES: [1] Transfer of Software to Communications section

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : COMMUNICATIONS

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DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries	36,440	0	0		0	-100.00%	-100.00%	[1]
Benefits	6,560	0	0		0	-100.00%	-100.00%	[1]
Software	0	0	73,590		73,590	NA	NA	[2]
Terminals & Cables	26,200	30,637	26,280		26,280	0.31%	0.31%	
Rent - Computer Equipment	135,270	120,231	128,650		128,650	-4.89%	-4.89%	
Rent - Communication Equip.	33,500	30,608	20,800		20,800	-37.91%	-37.91%	
Equipment Repair	7,400	7,132	13,800		13,800	86.49%	86.49%	[3]
Administration	22,870	22,420	27,820		27,820	21.64%	21.64%	
Total Expenditures	268,240	211,028	290,940	0	290,940	8.46%	8.46%	
REVENUES								
City of Hamilton & Library	207,430	136,172	172,780		172,780	-16.70%	-16.70%	
Regional Departments								
Chairman	0	938	1,170		1,170	NA	NA	
Clerks	1,420	3,008	4,100		4,100	188.73%	188.73%	
CAO/Internal Audit	3,630	3,516	4,100		4,100	12.95%	12.95%	
Solicitor	2,520	1,836	2,340		2,340	-7.14%	-7.14%	
Finance -Accounting	6,850	14,259	18,740		18,740	173.58%	173.58%	
Finance - Finance	4,780	5,821	11,710		11,710	144.98%	144.98%	
Finance - Metered Water	10,760	11,720	14,640		14,640	36.06%	36.06%	
Finance - Revenue	0	664	1,170		1,170	NA	NA	
Human Resources	15,160	11,720	18,740		18,740	23.61%	23.61%	
PEP Project	0	0	1,170		1,170	NA	NA	
Police	1,890	0	2,340		2,340	23.81%	23.81%	
HSR	0	0	3,230		3,230	NA	NA	
General Engineering	1,810	4,302	6,600		6,600	264.64%	264.64%	
Health	0	625	2,340		2,340	NA	NA	
Social Services	5,520	10,821	14,640		14,640	165.22%	165.22%	
Homes	0	0	590		590	NA	NA	
Planning	5,840	5,157	9,370		9,370	60.45%	60.45%	
Economic Development	630	469	1,170		1,170	85.71%	85.71%	
Total Revenues	268,240	211,028	290,940	0	290,940	8.46%	8.46%	
To Be Met From General Levy	0	0	0	0	0	NA	NA	

OTES: [1] Cost avoidance, new methods to provide service
[2] Software maintenance costs transferred from Central Processing Section
[3] Expired equipment warranties

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : DATA ENTRY

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DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries & Wages	124,740	127,338	107,030		107,030	-14.20%	-14.20%	[1]
Benefits	25,340	24,899	23,620		23,620	-6.79%	-6.79%	
Software	0	0	0		0	NA	NA	
Operating Supplies	420	0	0		0	-100.00%	-100.00%	[2]
Rent - Computer Equip.	10,150	11,013	11,020		11,020	8.57%	8.57%	[3]
Equipment Repair	5,700	5,838	6,390		6,390	12.11%	12.11%	[3]
Administration	18,800	20,100	15,640		15,640	-16.81%	-16.81%	
Total Expenditures	185,150	189,188	163,700	0	163,700	-11.59%	-11.59%	
REVENUES								
City of Hamilton & Library	82,840	90,868	76,000		76,000	-8.26%	-8.26%	
Regional Departments								
Finance -Accounting	20,290	1,642	7,980		7,980	-60.67%	-60.67%	
Finance - Finance	0	0	0		0	NA	NA	
Finance - Metered Water	0	8,106	0		0	NA	NA	
Finance - Revenue	0	0	0		0	NA	NA	
Human Resources	72,990	84,380	74,990		74,990	2.74%	2.74%	
General Engineering	1,270	3,512	3,860		3,860	203.94%	203.94%	
Planning	610	680	870		870	42.62%	42.62%	
Total Revenues	178,000	189,188	163,700	0	163,700	-8.03%	-8.03%	
To Be Met From General Levy	7,150	0	0	0	0	-100.00%	-100.00%	

NOTES: [1] Planned staff reduction via attrition
[2] Transferred/reduced costs
[3] Low Estimate

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : PROCESS CONTROL SYSTEMS

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DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Travelling	7,000	7,000	6,000		6,000	-14.29%	-14.29%	
Training	20,000	20,180	21,050		21,050	5.25%	5.25%	
Consultant Fees	10,000	0	0		0	-100.00%	-100.00%	
Office Supplies	11,850	11,240	8,100		8,100	-31.65%	-31.65%	
Software	20,500	10,000	12,500		12,500	-39.02%	-39.02%	
Operating Supplies	10,000	8,000	9,000	(1,000)	8,000	-20.00%	-10.00%	
Communication - Radio	22,200	25,480	26,000		26,000	17.12%	17.12%	
Various Contractual	455,170	463,200	496,400	(2,000)	494,400	8.62%	9.06%	
Rent - Computer Software	248,410	225,290	206,720	(31,700)	175,020	-29.54%	-16.78%	
Contractual Communications	13,150	10,610	10,940		10,940	-16.81%	-16.81%	
Maintenance	170,550	182,950	173,160		173,160	1.53%	1.53%	
Equipment - Hardware	21,000	10,000	17,000		17,000	-19.05%	-19.05%	
Contractual - Terminal	8,400	5,860	24,000		24,000	185.71%	185.71%	
Communication - Leased/Bell	43,860	42,940	42,000		42,000	-4.24%	-4.24%	
Telephones	19,000	25,960	24,580		24,580	29.37%	29.37%	
Total Expenditures	1,081,090	1,048,710	1,077,450	(34,700)	1,042,750	-3.55%	-0.34%	
REVENUES								
Regional Departments								
HSR	1,081,090	1,048,710	1,077,450	(34,700)	1,042,750	-3.55%	-0.34%	
Total Revenues	1,081,090	1,048,710	1,077,450	(34,700)	1,042,750	-3.55%	-0.34%	
To Be Met From General Levy	NA	NA	0	0	0	NA	NA	

OTES: [1] Process Control Expenses are subject to approval by the Transportation Services Committee

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries	205,800	178,639	239,890		239,890	16.56%	16.56%	[1]
Benefits	33,200	32,809	33,590		33,590	1.17%	1.17%	
Meeting Expenses	2,500	796	990		990	-60.40%	-60.40%	[2]
Staff Travel	470	504	490		490	4.26%	4.26%	
Staff Training	10,450	10,479	10,870		10,870	4.02%	4.02%	
Office Supplies	1,640	2,884	4,810		4,810	193.29%	193.29%	[3]
Computer Software	0	0	5,000		5,000	NA	NA	
Books & Library	1,700	222	1,770		1,770	4.12%	4.12%	
Memberships & Subscriptions	600	92	620		620	3.33%	3.33%	
Administration	29,020	26,780	30,960	0	30,960	6.69%	6.69%	
Total Expenditures	285,380	253,205	328,990	0	328,990	15.28%	15.28%	
REVENUES								
City of Hamilton & Library	128,550	96,988	134,910		134,910	4.95%	4.95%	
Regional Departments								
Chairman	1,640	1,270	1,180		1,180	-28.05%	-100.02%	
Clerks	5,750	4,445	6,470		6,470	12.52%	12.52%	
CAO/Internal Audit	7,550	5,715	4,120		4,120	-45.43%	-45.43%	
Solicitor	10,670	12,065	11,170		11,170	4.69%	4.69%	
Finance - Accounting	15,820	14,606	18,820		18,820	18.96%	18.96%	
Finance - Finance	12,620	11,430	5,290		5,290	-58.08%	-58.08%	
Finance - Metered Water	6,310	3,175	2,940		2,940	-53.41%	-53.41%	
Finance - Revenue	6,310	5,008	10,590		10,590	67.83%	67.83%	
Human Resources	29,560	22,226	23,520		23,520	-20.43%	-20.43%	
PEP Project	0	0	1,180		1,180	NA	NA	
Police	820	635	590		590	-28.05%	-28.05%	
H.S.R.	820	0	0		0	-100.00%	-100.00%	
General Engineering	0	11,430	11,170		11,170	NA	NA	
Health	15,600	28,576	41,760		41,760	167.69%	167.69%	
Social Services	12,320	9,525	12,940		12,940	5.03%	5.03%	
Macassa Lodge	2,050	1,905	880		880	-57.07%	-57.07%	
Wentworth Lodge	2,050	0	880		880	-57.07%	-57.07%	
Planning	13,140	13,335	32,350		32,350	146.19%	146.19%	
Economic Development	11,500	8,890	8,230		8,230	-28.43%	-28.43%	
Total Revenues	283,080	251,224	328,990	0	328,990	16.22%	16.22%	
To Be Met From General Levy	2,300	1,981	0	0	0	-100.00%	-100.00%	

NOTES: [1] Transfer of staff from other Division

[2] Lower cost of Key End User program as replacement for workshops

[3] Transferred from Admin Division for more accurate costing

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Software - Region	590	6,729	0		0	-100.00%	-100.00%	[1]
Software - City	9,220	14,567	0		0	-100.00%	-100.00%	[1]
Insurance - City locations	0	4,911	5,650		5,650	NA	NA	[2]
Equipment Leases	883,990	952,523	1,000,510		1,000,510	13.18%	13.18%	[3]
Maintenance - City	90,350	51,161	104,750		104,750	15.94%	15.94%	[3]
Maintenance - Region	161,690	124,418	150,810		150,810	-6.73%	-6.73%	
Total Expenditures	1,145,840	1,154,309	1,261,720	0	1,261,720	10.11%	10.11%	
City of Hamilton & Library	817,530	847,125	936,140		936,140	14.51%	14.51%	
Regional Departments								
Chairman	1,920	1,231	300		300	-84.38%	-100.07%	
Clerks	10,400	10,076	17,920		17,920	72.31%	72.31%	
CAO/Internal Audit	11,000	10,678	8,520		8,520	-22.55%	-22.55%	
Solicitor	31,600	42,044	48,560		48,560	53.67%	53.67%	
Finance -Accounting	10,700	12,606	23,720		23,720	121.68%	121.68%	
Finance - Finance	10,500	10,667	13,980		13,980	33.14%	33.14%	
Finance - Metered Water	2,430	3,586	7,460		7,460	207.00%	207.00%	
Finance - Revenue	1,420	4,148	15,920		15,920	1021.13%	1021.13%	
Human Resources	56,700	49,401	57,750		57,750	1.85%	1.85%	
PEP Project	0	0	5,020		5,020	NA	NA	
Police	450	0	180		180	-60.00%	-60.00%	
HSR	0	1,244	0		0	NA	NA	
General Engineering	10,990	13,442	15,080		15,080	37.22%	37.22%	
Health	13,080	18,757	42,240		42,240	222.94%	222.94%	
Social Services	7,710	18,460	24,520		24,520	218.03%	218.03%	
Macassa Lodge	840	900	440		440	-47.62%	-47.62%	
Wentworth Lodge	830	934	440		440	-46.99%	-46.99%	
Planning	29,590	5,030	23,060		23,060	-22.07%	-22.07%	
Economic Development	18,610	17,926	20,470		20,470	9.99%	9.99%	
Total Revenues	1,036,300	1,068,255	1,261,720	0	1,261,720	21.75%	21.75%	
Transfer to Reserve	30,000	30,000	30,000	0	30,000	0.00%	0.00%	
To Be Met From General Levy	139,540	116,054	30,000	0	30,000	-78.50%	-78.50%	

NOTES: [1] Now direct-costed to User Department
 [2] Cost allocated from Central Processing
 [3] Cost allocated to Region/City Departments
 from City Base transfers (costs reduced in Departments)
 or from Region Department Budgets

DEPARTMENT: INFORMATION SYSTEMS
PROGRAM : IMAGE PROCESSING

Page

DESCRIPTION	1990 BUDGET	1990 ACTUAL	1991 EXISTING	1991 CHANGE	1991 PROPOSED	% INCREASE PROPOSED	% INCREASE EXISTING	Notes
EXPENDITURES								
Salaries	57,250	65,324	58,100		58,100	1.48%	1.48%	[1]
Benefits	15,790	19,364	9,050		9,050	-42.69%	-42.69%	[1]
Sales Tax	6,700	6,850	7,440		7,440	11.04%	11.04%	
Office Supplies	360	437	370		370	2.78%	2.78%	
Subscriptions	210	64	220		220	4.76%	4.76%	
Operating Supplies	29,000	24,404	30,160		30,160	4.00%	4.00%	
Microfilming Service	0				0	NA	NA	
COM Services	7,600	8,319	7,900		7,900	3.95%	3.95%	
Rental Car Pool	110	0	0		0	-100.00%	-100.00%	
Equipment Maintenance	22,000	6,879	22,900		22,900	4.09%	4.09%	
Operating Equipment	0				0	NA	NA	
Rental Operating Equipment	25,000	28,603	22,440		22,440	-10.24%	-10.24%	[2]
Administration	18,540	19,050	16,750		16,750	-9.65%	-9.65%	
Total Expenditures	182,560	179,294	175,330	0	175,330	-3.96%	-3.96%	
REVENUES								
City of Hamilton & Library	108,870	100,508	95,270		95,270	-12.49%	-12.49%	
Regional Departments								
Finance -Accounting	46,090	55,459	38,050		38,050	-17.44%	-17.44%	
Finance - Finance	0	0	0		0	NA	NA	
Finance - Metered Water	0	0	0		0	NA	NA	
Finance - Revenue	0	0	0		0	NA	NA	
Human Resources	21,200	21,989	39,830		39,830	87.88%	87.88%	
H.S.R.	2,650	0	0		0	-100.00%	-100.00%	
Health	0	80	130		130	NA	NA	
Social Services	50	0	0		0	-100.00%	-100.00%	
Planning	3,130	1,258	2,050		2,050	-34.50%	-34.50%	
Total Revenues	181,990	179,294	175,330	0	175,330	-3.66%	-3.66%	
To Be Met From General Levy	570	0	0	0	0	-100.00%	-100.00%	

TES: [1] Result of staff reduction in 1990, further reduction in estimates
[2] Lower than expected equipment lease costs

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



Mrs. J. McAnanama *2nd floor*
Chief Executive Officer
Hamilton Public Library

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

1991 April 19th

URBAN/MUNICIPAL
CA4 ON HBL I 10
A35
1991

NOTICE OF MEETING
INFORMATION SYSTEMS COMMITTEE

Monday, 1991 April 22nd
10:30 o'clock a.m.
15th Floor, Committee Room
Regional Offices

Susan K. Reeder, Acting Secretary
Information Systems Committee

AGENDA

1. **GENERAL**

(a) **Declaration of Interest**

Re: Municipal Conflict of Interest Act.

(b) **Minutes of the Information Systems Committee Meeting
held 1991 March 18.**

Recommendation:

Be received and Adopted as Presented.

(c) Errors or Omissions

(d) Business Arising out of Minutes

2. NEW BUSINESS

(a) Presentation by the Director of Information Systems - re: Computer Software Technology and Selection.

(b) Purchase - Database Design and Administration Software (91-110).

(c) Purchase - Telephone Trunk Line Service to Toronto - Replacement Service (91-111).

(d) Leasing supplies for Communications equipment and file servers (91-112).

(e) Date of the May Information Systems Committee meeting - conflict with holiday. (no copy)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

1. Introduction

2. Background

3. Methodology

4. Results and Discussion

5. Conclusion

6. References

7. Appendix

8. Acknowledgments

9. Contact Information

10. Summary

11. Bibliography

12. Index

Monday, 1991 March 18
10:30 o'clock a.m.
15th Floor, Committee Rm.
Regional Offices

The Information Systems Committee met.

There were present:

Chairman (Alderman) J. Gallagher
Councillor S. Napper
Alderman M. Kiss
Councillor A. Sloat

1 (b.)

Absent with regrets:

Alderman G. Copps (Conflicting Meeting)

Also present:

Mr. R. Whynott, Chairman,
Hamilton-Wentworth Region
Mr. L. Sage, Chief Administrative Officer,
City of Hamilton
Mr. J. Hindson, Director,
Information Systems
Mrs. Susan K. Reeder, Acting Secretary

1. GENERAL

(a) DECLARATION OF INTEREST

The Committee members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no Declaration of Conflict of Interest was made.

(b) MINUTES

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 February 18 and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

1991 INFORMATION SYSTEMS BUDGET (I/S 91-107)

The Committee was in receipt of a report from the Director of Information Systems dated 1991 March 11 respecting the above noted matter.

The Director of Information Systems presented a visual presentation on the current budget.

Some discussion ensued on the key issue for 1991, namely integration of systems and a change to how work is being done. Discussion also ensued on the charge-back system to departments, as well as the new system of having designated staff within each department as the support service person.

The Chairman commended the Director of Information Systems on an excellent budget package and the Committee then approved the following:

That the 1991 Information Systems current budget be approved at the zero level increase and be forwarded to the Committees of the Whole (Region and City of Hamilton) for consideration in the 1991 budget process.

3. **OTHER BUSINESS**

The Chairman spoke to the Committee with respect to his concerns on a Regional Finance Committee item on changes to hydrant charges. He indicated that the recommendation going to Regional Council on Tuesday (1991 March 19) is inaccurate and he expressed concern that the equipment used for these hydrant charges should be part of Information Systems not Regional Finance. He also expressed concern at where the dollar figure of \$27,500 was derived from.

Following discussion on this matter, the Committee approved the following:

- (a) That the Director of Information Systems be directed to review the figure of \$27,500 referred to at the Regional Finance Committee meeting with respect to changes to hydrant charges with the Regional Finance Department and the computer software company and report back to the members of the Information Systems Committee prior to Regional Council on Tuesday (1991 March 19).
- (b) That this information be formally reported on at the next meeting of the Information Systems Committee by the Director of Information Systems including why this Systems function is with Regional Finance.

There being no further business the meeting then adjourned.

TAKEN AS READ AND APPROVED,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

Susan K. Reeder
Acting Secretary

2 (b.)

- RECOMMENDATION -

DATE: 1991 April 17

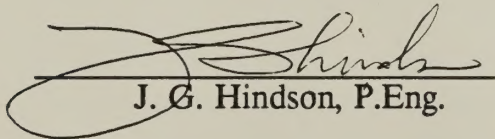
REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Database Design and Administration Software (91-110)

RECOMMENDATION:

- a) That a purchase order be issued to Bachmann Information Systems of Toronto in the amount of \$61,000, (plus GST and PST), for the supply, installation and training for Database Design and Administration Software (only proposal received).
- b) That the amount be financed from Account #CF 5609-269051015 (Computer Software).


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Database Administration Software is used to automate the functions of administering large databases, such as the Property/Taxation database currently under development.

Large databases applications such as the Property/Tax system, will manage millions of pieces of information as well as the relationships between these pieces or elements of information.

This type of software is very specialized as it integrates the design of the database with its subsequent development and management and reduces effort; both at the time the database application is designed, and for the ongoing maintenance of the application after it goes into

(b) S

RECOMMENDATIONS

DATE: 10/17/77

TO: [illegible]

FROM: [illegible]
[illegible]

SUBJECT: [illegible]
[illegible]

REFERENCE: [illegible]

RECOMMENDATIONS

- 1) [illegible]
- 2) [illegible]

[illegible signature]

RECOMMENDED BY: [illegible]

DATE: [illegible]

APPROVED BY: [illegible]

[illegible]

[illegible]

[illegible]

production. The acquisition of this software is consistent with the strategy of reducing long term costs.

Requests for Database Administration Software proposals were issued to five potential suppliers. One response was received by the closing date of 1991 April 8th. The single response is not surprising, given the specialized nature of this software for the IBM DB2 database environment.

- RECOMMENDATION -

2 (c)

DATE: 1991 April 17

REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Telephone Trunk Line Service to Toronto -
Replacement Service (91-111).

RECOMMENDATION:

- a) That a Purchase Order be issued to Air Cell Communications, of Toronto in the amount of \$32,500 (upset limit) per annum to provide telephone trunk-line service to the Toronto (long distance) calling area. This service will replace current services from Bell Canada.
- b) That the service with Air-Cell be for an initial period of 36 months.
- c) That the Director of Information Systems be authorized to phase-in the service over the balance of 1991 to minimize the potential for any service interruptions and ensure proper long term operation and satisfaction with the service prior to full implementation.
- d) That the amount of \$34,570 be provided from Account number CH 56301-31102 (Telephones).
- e) That the master agreement with Air Cell be in a form satisfactory to the Director of Information Systems and the City Solicitor (the City of Hamilton will act as the "Client").
- f) That the Director of Information Systems be delegated the authority to execute amendments (to allow for line changes etc.) to the master agreement, as approved by Council, provided the following conditions have been satisfied:
 - i) That the form and substance of the service amendments are satisfactory to the Solicitor;
 - ii) That the requisite expenditure is contained in an approved Budget and is within the Council's adopted purchasing policy;

2 (c)

RECOMMENDATION

1981 April 17

MEMO

SUBJECT: Mr. John Keady, Acting Assistant
Commissioner, State Police

FROM: Mr. J. J. O'Donoghue, Chief
Investigator, State Police

RE: Mr. John Keady, Acting Assistant
Commissioner, State Police (100-111)

RECOMMENDATION

1. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

2. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

3. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

4. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

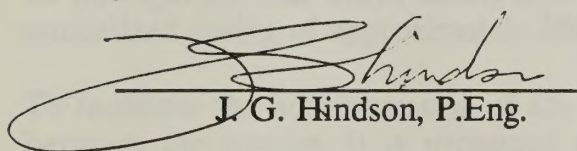
5. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

6. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

7. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

8. That the State Police be advised that the State Police Commission has approved the proposed appointment of Mr. John Keady to the position of Acting Assistant Commissioner, State Police, effective April 1, 1981.

- iii) That the master agreement has been executed by the supplier and a copy is on file with the Clerk.
- g) That the Director of Information Systems be authorized to spend up to \$10,000 of the 1991 savings to engage external Consulting expertise to determine additional measures to reduce the costs of the telephone communications systems.



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Total annualized savings will be as much as \$ 80,000 per year as compared to existing services.

BACKGROUND:

The Corporations of The Region of Hamilton-Wentworth and The City of Hamilton rent 13 Bell Canada trunk lines to/from Toronto; 8 Region and 5 City. These are dedicated lines which provide unlimited calls for a fixed monthly rental of \$8,460.00 (plus tax) and annual cost of \$101,500 (plus tax).

As a result of deregulation in the telephone industry, third-party vendors can now provide the same service at substantially reduced costs. Also, unlike Bell Canada, the lines need not be two-way and therefore there is greater cost reduction and flexibility in terms of installing and pricing lines as outgoing or incoming, as required.

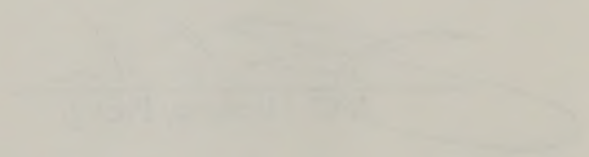
A survey of the Region and City Departments indicated that the current 13 outgoing lines are adequate. However the need for incoming lines is substantially less than 13. Requests for quotations were issued to 9 potential suppliers to provide 13 outgoing and 4 incoming trunk lines to the Toronto dialling areas. Seven (7) suppliers responded by the closing date 1991 February 28.

The proposals were evaluated on the basis of meeting the requirements of the Region and City at the lowest cost (Table A attached).

The lowest (and second lowest) bid is a reseller of Bell lines, whereas, the others have their own networks. There are some risks in using alternative trunk services. Bell Canada could deny reselling their lines or selectively increase prices to narrow price-competitiveness by making a successful bid to the CRTC.

1. That the entire agreement has been entered by the parties
and signed by the said parties.

2. That the parties have agreed to be bound by the terms of the
agreement and to execute the same in accordance with the
provisions thereof.



WITNESSES:
1. _____

2. _____

3. _____

The undersigned, _____, of the County of _____, State of _____, do hereby certify that the foregoing is a true and correct copy of the original agreement as the same appears from the records of the County of _____, State of _____.

In witness whereof, I have hereunto set my hand and the seal of the County of _____, State of _____, at _____, this _____ day of _____, 19____.

A true and correct copy of the foregoing agreement is hereby certified to be a true and correct copy of the original agreement as the same appears from the records of the County of _____, State of _____.

The foregoing is a true and correct copy of the original agreement as the same appears from the records of the County of _____, State of _____.

Witness my hand and the seal of the County of _____, State of _____, at _____, this _____ day of _____, 19____.

However, given an increasing trend toward telephone deregulation, the likelihood of Bell being successful in a bid to the CRTC seems unlikely. Some protection can be gained by including suitable "escape" clauses in the successful bidders agreement. The "fail-safe" position would merely be to switch-back to Bell and forgo the savings.

The lowest bidder, Air Cell Communications, has a proven track record of providing these services, including satisfied clients in the Hamilton-Wentworth Area. The risks appear to be manageable and worth taking given a pay-back period of less than 4 months and an annualized saving of approximately \$80,000 per year.

To facilitate the administration of the service and avoid a complex three-way agreement between the parties, it is proposed that the City of Hamilton act as the Client and Information Systems administer the charges back to the Regional Departments for the Regional share of the service.

TABLE A

REQUEST FOR PROPOSALS FOR TOLL FREE SERVICE TO TORONTO

Summary Table of Responses to the Request for Proposals (RFP):

<u>Supplier</u>	<u>Installation</u>	<u>Monthly</u>	<u>3 Year Cost</u>	<u>First Year</u>
Air Cell Communications Inc.	\$3,234	\$2,611	\$ 97,230	\$ 34,570
Distributel Communications Ltd.	\$2,744	\$3,147	\$116,036	\$ 40,510
Fonorola Inc.	\$7,511	\$6,079	\$226,355	\$ 80,460
Unitel Communications Inc.	\$3,900	\$7,459	\$272,424	\$ 93,410
STN (Smart Talk Network)	\$1,085	\$8,652	\$312,557	\$104,910

Incomplete proposals: Lightel Inc., Network Teleconnect/Aatel Communications

Unable to submit proposals: Bell Canada, ITN Corporation

c.c. Mr. W. M. Carson, Chief Administrative Officer
 Mr. Lou Sage, Chief Administrative Officer
 Ms. P. Noé Johnson, City Solicitor

It is a common mistake to think of the world as being a single entity. In fact, it is a collection of many different entities, each with its own unique characteristics. The world is a complex system, and it is important to understand its many facets.

The world is a vast and diverse place, with many different cultures, languages, and customs. It is important to respect and understand these differences, as they are what make the world so interesting and beautiful.

In addition, the world is a place of constant change. Things are always evolving, and it is important to stay open-minded and adaptable to these changes. The world is a dynamic and ever-changing entity, and it is important to embrace its many possibilities.

TABLE 1

Summary of the data presented in the table above.

Table 1 shows the results of the experiment, which were as follows:

Condition	Mean	Standard Deviation	Significance
Control Group	1.2	0.5	
Experimental Group	1.5	0.6	
Comparison Group	1.3	0.4	
Control Group	1.2	0.5	
Experimental Group	1.5	0.6	
Comparison Group	1.3	0.4	
Control Group	1.2	0.5	
Experimental Group	1.5	0.6	
Comparison Group	1.3	0.4	

The results of the experiment are shown in Table 1. The data indicates that the experimental group performed significantly better than the control group.

Table 1 shows the results of the experiment, which were as follows:

The results of the experiment are shown in Table 1. The data indicates that the experimental group performed significantly better than the control group.

- RECOMMENDATION -

2(d)

DATE: 1991 April 17

REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Leasing supplier for Communications equipment and
Fileservers. (91-112)

RECOMMENDATION:

- a) That Digital Equipment of Burlington provide leasing services in accordance with their Proposal dated 1991 April 12th. Lowest acceptable of four leasing proposals received.

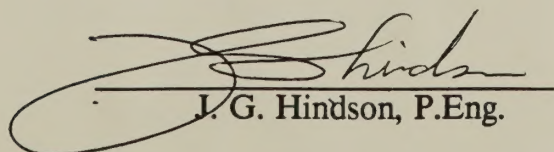
One Communications Processor (Gateway) at \$1,431/month for 48 months (plus GST and PST) from Account # CH 56605-26022 (Communications).

One VAX 4200 Fileserver at \$3,950/month for 48 months (plus GST and PST) from Account # CH 56605-26032 (Workstations).

One VAX 3100 Fileserver at \$1,492/month for 48 months (plus GST and PST) from Account # CH 56605-26032 (Workstations).

Two Communications (fibre optic to twisted pair Lanbridges) at \$604/month for 48 months (plus GST and PST) from Account # CH 56605-26022 (Communications).

- b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- c) The term of the agreement is to be to 1991 November 30th, with an option in favour of the City to extend for the balance of the lease term.
- d) That the City of Hamilton Mayor and Clerk be authorized to execute the master lease agreement.


J. G. Hindson, P.Eng.

DECLARATION

Page 1 of 1

STATE OF TEXAS, County of _____

I, _____, of the County of _____, State of Texas, do hereby certify that the foregoing is a true and correct copy of the _____ as the same appears from the _____

Witness my hand and seal of office this _____ day of _____, 20____.

Notary Public

1. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

2. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

3. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

4. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

5. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

6. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

7. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

8. I am a resident of the County of _____, State of Texas, and I am qualified to act as a Notary Public in and for the County of _____, State of Texas.

Notary Public

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Communication Gateways and file servers are devices which are used to permit users on the communications network to communicate with the Host (IBM and DEC) computers. They are also used to transfer computer files from one location to another. Communication bridges (Lanbridges) are used to connect computer data (traffic) running on fibre optic cables with computer traffic on twisted pair (similar to telephone) cables.

Communication Gateways and network file servers will be used to phase-out other communication equipment currently used for these purposes. As this type of equipment is installed, users will be migrated to the common communications network and the current (IBM) communication processors will be phased out.

Attached, are the results for the four respondents based on a 48 month lease. It is recommended that the communication and file server equipment be leased from Digital Equipment on the basis of the lowest cost per month. Leasing is recommended due to the specialized nature and uncertain future (salvage) value of the equipment.

The American Medical Association is a non-profit corporation organized for the purpose of promoting the interests of the medical profession and the public. It is composed of members who are physicians, dentists, and other health care professionals. The Association's primary concern is the advancement of the medical profession and the improvement of the health of the people. It achieves this through various means, including the publication of the Journal, the holding of annual conventions, and the provision of educational and research programs.

The Association's Journal is one of its most important publications. It contains articles on a wide range of medical topics, including clinical medicine, surgery, and public health. The Journal is read by physicians and other health care professionals throughout the world. It is also a valuable source of information for the general public. The Association's Journal is published monthly, except for one issue which is published bi-monthly.

The Association's Journal is published by the American Medical Association, 535 North Dearborn Street, Chicago, Illinois. The Journal is published in English and is available in microfilm and microfiche editions. The Association's Journal is a valuable resource for physicians and other health care professionals. It is also a valuable source of information for the general public. The Association's Journal is published monthly, except for one issue which is published bi-monthly.

SUMMARY OF LEASE PROPOSALS FOR COMMUNICATIONS AND FILESERVER EQUIPMENT -1991

48 Month Leases

Supplier	Location	Communications Processor (Gateway)
Digital	Burlington	\$1,431 <--- RECOMMENDED
Sidus	Toronto	\$1,435
CompuTech	Toronto	\$1,815

No Bid: Turing, Toronto
Dilog, Toronto

Supplier	Location	VAX 4200 Fileserver
CompuTech	Toronto	\$3,313 incomplete proposal
Digital	Burlington	\$3,950 <-- RECOMMENDED
Sidus	Toronto	\$4,524

No Bid: Turing, Toronto
Dilog, Toronto

Supplier	Location	VAX 3100 Fileserver
Digital	Burlington	\$1,492 <-- RECOMMENDED
Sidus	Toronto	\$1,500+ (1)

(1) bid package discount would be lost

No Bid: Turing, Toronto
Dilog, Toronto
Incomplete bid: CompuTech, Toronto

Supplier	Location	Communications LanBridge
Digital	Burlington	\$604 <--RECOMMENDED
Sidus	Toronto	\$621
CompuTech	Toronto	\$689

No Bid: Turing, Toronto
Dilog, Toronto

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. Methodology

The methodology section describes the research methods used in the study. It includes a description of the sample, the data collection methods, and the statistical analysis techniques used.

3. Results

The results section presents the findings of the study. It includes a description of the data and the statistical analysis results.

4. Discussion

The discussion section discusses the implications of the findings and the limitations of the study. It also includes a conclusion and recommendations for future research.

5. Conclusion

The conclusion section summarizes the main findings of the study and the implications of the results. It also includes a final statement on the importance of the study.

6. References



INFORMATION SYSTEMS



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573

URBAN/MUNICIPAL
CA4 ON HBL I10
A35
1991

1991 May 30

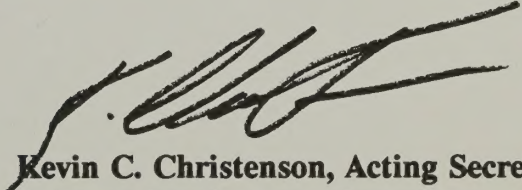
URBAN MUNICIPAL

JUN 18 1991

NOTICE OF MEETING

INFORMATION SYSTEMS COMMITTEE GOVERNMENT DOCUMENTS

Tuesday, 1991 June 4
10:30 o'clock a.m.
Room 233, City Hall


Kevin C. Christenson, Acting Secretary
Information Systems Committee

NOTE: Meeting is at City Hall in Room 233

AGENDA:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting held 1991 April 22

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

- (a) Inspection Tour of Basement Computer Room
- (b) 1991 Suppliers for Workstations Equipment, City (91-115)
- (c) 1991 Suppliers for Workstations Equipment, Region (91-116)
- (d) Leasing Suppliers for Microcomputer Workstations and Printers, City (91-117)
- (e) Procedure Re Requests for Proposals - Purchasing Policies (91-118)
- (f) Information Report Re Computer Relocation (91-119)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

1. Introduction

(a) The purpose of this study is to investigate the effects of the proposed system on the performance of the system.

(b) The study is divided into two main parts: a theoretical analysis and an experimental evaluation.

(c) The theoretical analysis is based on the principles of the proposed system and the results of previous studies.

(d) The experimental evaluation is based on the results of the experiments conducted on the proposed system.

(e) The results of the experiments are compared with the results of the theoretical analysis to evaluate the performance of the proposed system.

(f) The conclusions of the study are based on the results of the experiments and the theoretical analysis.

2. Theoretical Analysis

(a) The theoretical analysis is based on the principles of the proposed system and the results of previous studies.

(b) The theoretical analysis is based on the results of the experiments conducted on the proposed system.

(c) The results of the experiments are compared with the results of the theoretical analysis to evaluate the performance of the proposed system.

Monday 1991 April 22
10:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

There were present: Chairman (Alderman) J. Gallagher
Councillor S. Napper
Alderman M. Kiss
Councillor A. Sloat
Alderman G. Copps

1(b.)

Also present: Mr. J. Hindson, Director of Information Systems
Mrs. Susan K. Reeder, Acting Secretary

1. GENERAL

A. Declaration of Interest

Committee members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interests Act and no declaration of conflict of interest was made.

B. Minutes

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 March 18 and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

Moved by Alderman Kiss, seconded by Alderman Copps that the delegation from the Communications and Electrical Workers of Canada, Local 42 be heard. In connection with Item 2 (c) - Purchase - Telephone Trunk Line Service to Toronto - Replacement Service (91-111) on the Committee's agenda

2(c) PURCHASE - TELEPHONE TRUNK LINE SERVICE TO TORONTO -
REPLACEMENT SERVICE (91-111) ON THE COMMITTEE'S AGENDA

Mr. Steve Cole, representative of Local 42 and Mr. Wayne Marston, President, Local 42, Communications and Electrical Workers of Canada spoke to the Committee with concern at the above noted recommendations and its effect on Bell Canada workers if approved. Mr. Marston indicated to the Committee that he is surprised that Bell Canada did not choose to bid on the City's tender with respect to a telephone trunk line service to Toronto. He asked that the Committee table this item in order to give them a chance to pressure Bell Canada to make a proposal on the City's tender in order that the long term effect will not mean the loss of jobs for Bell Canada workers.

The Director of Information Systems provided background to the proposal and circulated a copy of Bell Canada's letter indicating they did not choose to bid on the tender.

Considerable discussion ensued on this matter by the Committee, and the following recommendations were made:

Moved by Councillor Sloat, seconded by Councillor Napper and carried

That the following be added as Section (h) of the recommendation:

(h) - That the master agreement be satisfactory to the Regional Solicitor as well as the City Solicitor.

Moved by Councillor Sloat, seconded by Councillor Napper and carried

That the following be added as Section (i):

(i) - That the term of the Agreement is to be to 1991 November 30, with an option in favour of the client, to extend for the balance of the term.

Moved by Alderman Copps, seconded by Alderman Kiss and Lost

That the recommendation of the Director of Information Systems be tabled and that a special meeting of the Information Systems Committee be held prior to Regional Council on 1991 May 7 to give Bell Canada the opportunity to address the Committee on this issue.

Moved by Councillor Napper, seconded by Councillor Sloat and carried to approve the staff recommendation with the above noted previously carried amendments as follows:

- 1 a) That a Purchase order be issued to Air Cell Communications, of Toronto, in the amount of \$32,500.00 (upset limit) per annum to provide telephone trunk-line service to the Toronto (long distance) calling area. This service will replace current services from Bell Canada.
- b) That the service with Air-Cell be for an initial period of 36 months.
- c) That the Director of Information Systems be authorized to phase-in the service over the balance of 1991 to minimize the potential for any service interruptions and ensure proper long term operation and satisfaction with the service prior to full implementation.
- d) That the amount of \$34,570.00 be provided from Account #CH 56301-31102 (Telephones).
- e) That the master agreement with Air-Cell be in a form satisfactory to the Director of Information Systems and the City Solicitor (the City of Hamilton will act as the "Client").
- f) That the Director of Information Systems be delegated the authority to execute amendments (to allow for line changes, etc.) to the master agreement, as approved by Council, provided the following conditions have been satisfied:
 - (i) That the form and substance of the service amendments are satisfactory to the Solicitor;
 - (ii) That the requisite expenditure is contained in an approved Budget and is within the Council's adopted purchasing policy;

- (iii) That the master agreement has been executed by the supplier and a copy is on file with the Clerk.
- g) That the Director of Information Systems be authorized to spend up to \$10,000.00 of the 1991 savings to engage external Consulting expertise to determine additional measures to reduce the costs of the telephone communications systems.
- h) That the Master Agreement be satisfactory to the Regional Solicitor as well as the City Solicitor.
- i) That the term of the agreement is to be to 1991 November 30, with an option in favour of the Client to extend for the balance of the term.

NOTE: Total annualized savings will be as much as \$80,000.00 per year as compared to existing services.

It was indicated by the Committee to the representatives from the Local 42 that this approval still gives them an opportunity to pressure Bell Canada to request an opportunity to speak to the City and Regional Councillors if they wish to change their position in offering the long distance service.

2(a) **PRESENTATION BY THE DIRECTOR OF INFORMATION SYSTEMS
RE: COMPUTER SOFTWARE AND TECHNOLOGY SELECTION**

The Director of Information Systems gave a visual presentation on the computer software technology and the City's selection in comparison to the competition. The emphasis of this presentation was on the competitiveness in the technology and the burnout of companies selling software, and the expensive effect this can have on a Corporation purchasing equipment that is no longer available after a period of time.

It was moved by Alderman Copps, seconded by Councillor Napper and carried to receive this presentation.

REPORT BACK - PROPOSAL PROCESS

Moved by Alderman Copps, seconded by Alderman Kiss and carried that the Director of Information Systems report back to the Committee on the process followed in requesting new equipment, services, etc.

2(b) **PURCHASE - DATABASE DESIGN AND ADMINISTRATION SOFTWARE
(91-110)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 April 17 respecting the above-noted matter and it was moved by Councillor Sloat, seconded by Councillor Napper and carried to approve the following:

- a) That a purchase order be issued to Bachmann Information Systems of Toronto in the amount of \$61,000.00, (plus GST and PST), for the supply, installation and training for Database Design and Administration Software (only proposal received).
- b) That the amount be financed from Account #CF 5609-269051015 (Computer Software)

NOTE: Database Administration Software is used to automate the functions of administering large databases, such as the Property/Taxation database currently under development.

This type of software is very specialized as it integrates the design of the database with its subsequent development and management and reduces effort; both at the time the database application is designed, and for the ongoing maintenance of the application after it goes into production. The acquisition of this software is consistent with the strategy of reducing long term costs.

2(d) **LEASING SUPPLIES FOR COMMUNICATIONS EQUIPMENT AND FILE SERVERS (91-112)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 April 17 respecting the above-noted matter.

Moved by Alderman Kiss, seconded by Alderman Copps and carried to approve the following:

- a) That Digital Equipment of Burlington provide leasing services in accordance with their proposal dated 1991 April 12. Lowest acceptable of four leasing proposals received.
 - (i) One Communications Processor (Gateway) at \$1,431.00/month for 48 months (plus GST and PST from Account #CH 56605-26022 (Communications)).
 - (ii) One VAX 4200 Fileserver at \$3,950.00/month for 48 months (plus GST and PST) from Account #CH 56605-26032 (Workstations).
 - (iii) One VAX 3100 Fileserver at \$1,492.00/month for 48 months (plus GST and PST) from Account #CH 56605-26032 (Workstations).
- b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- c) That the term of the agreement is to be to 1991 November 30, with an option in favour of the City to extend for the balance of the lease term.
- d) That the City of Hamilton Mayor and Clerk be authorized to execute the master lease agreement.

2(e) **DATE OF THE MAY INFORMATION SYSTEMS COMMITTEE MEETING - CONFLICT WITH HOLIDAY (NO COPY)**

The Committee discussed a May meeting of the Informations Systems Committee, and it was agreed that the Chairman, Secretary and Director of Information Systems would determine a May meeting date.

4. **OTHER BUSINESS**

Alderman Copps questioned the move to have individual laser printers for each Alderman's secretary and the associated costs. The Director of Information Systems outlined the rationale for providing the Alderman's Administrative Assistants with this type of equipment.

6. **ADJOURNMENT**

Moved by Councillor Sloat, seconded by Alderman Kiss and carried that there being no further business, the meeting then adjourned.

Taken as read and approved,

**Alderman J. Gallagher,
Chairman
Information Systems Committee**

**Susan K. Reeder
Acting Secretary
1991 April 22**

2(b.)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 May 26

REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

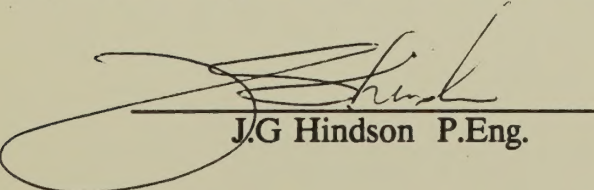
SUBJECT: Suppliers for Microcomputer Workstations and Printers
(I/S 91-115).

RECOMMENDATION:

- a) That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Panasonic 386-SX20 Microcomputers	4 Office Automation Burlington	\$ 2,280	lowest acceptable of 28 proposals
Hewlett Packard IIP printers	MicroAge Hamilton	\$ 1,269	lowest acceptable of 23 proposals

- b) Funding to be provided from Account # CH56605-26032 (Workstation Leasing)



J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in the 1991 Budget.

BACKGROUND:

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1991 April 12th. 103 proposals were issued and 28 proposals were subsequently received. In order to provide for flexibility to obtain the best combination of equipment components, service, support and price, it was not a requirement that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables.

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

In some cases the lowest proposal is not recommended as it is not equivalent to the specifications in terms of functionality, compatibility with hardware or software, or access to service, ongoing support and spare parts.

The microcomputer industry is experiencing a period of unprecedented competition. Many manufacturers are experiencing business losses and many retail suppliers are going out of business as there are too many products and too few buyers. The selection of products from only "brand name" IBM clone with alternative supply and service sources is recommended in order to protect the Corporation's investment in this equipment during its service period.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT
RFP SUMMARY FOR 1991 28-May-91

386-SX Workstations
Sorted by Purchase Price

SUPPLIER	LOCATION	CPU Name	386SX CPU/VGA TOTAL	Comment
Sidus Systems Inc.	Thornhill	Sidus	1,697	uncertain support, service, parts
Equatorial Canada Ltd.	Rexdale	Biostar	1,710	>40km from Hamilton
JMG Compushoppe	Hamilton	JMG	1,740	uncertain support, service, parts
Image Computer Consultants	Hamilton	Image	1,836	uncertain support, service, parts
Alliance Computers Inc.	Hamilton	Lab	1,878	uncertain support, service, parts
Nebula CAD Systems (Group 8)	Hamilton	Fujikama	1,966	not to specification
Entre Computer Bay	Hamilton	Entre	1,984	uncertain support, service, parts
Ogivar Technologies	Markham	Internote	2,075	uncertain support, service, parts
Business World	Brampton	Primax	2,136	uncertain support, service, parts
Leppert Business Systems Inc.	Hamilton	Twin Head	2,143	uncertain support, service, parts
Norsemen Computer	Hamilton	Hewitt	2,210	uncertain support, service, parts
Micro Software Sales	Toronto	Fujikama	2,223	not to specification
KVH Datasystems Inc.	Burlington	KVH	2,225	>40km from Hamilton
Comptree	Hamilton	Everex	2,240	not to specification
4 Office Automation Ltd.	Burlington	PANASONIC	2,280	<----- RECOMMENDED
ATSYS Canada Inc.	Mississauga	Mycomp	2,285	
Shiva Technologies Inc.	Mississauga	Copam	2,300	
Applied Computer Inc.	Hamilton	AMA	2,365	
Datamex Technologies	Downsview	AEG	2,423	
Value Added Systems Inc.	Mississauga	HP VECTRA	2,700	
Vertech Corp. (Versys)	Oakville	HP VECTRA	2,705	
Sable Computer Inc.	Downsview	AST	2,930	
User Friendly Systems	Burlington	ALR	3,070	
Microbest Computers Inc.	Markham	ALR	3,237	
Hamilton Computer Sales & Rentals	Mississauga	DIGITAL	3,273	
Zentronics	Mississauga	UNISYS	3,397	
Computerland	Hamilton	PANASONIC	4,563	
Microage Computer	Hamilton	IBM	4,889	

UNABLE TO BID

Antares, Mississauga
Ecom Systems Ltd., Markham
Memorex Telex Inc., Markham
Storagetek Canada Inc., Rexdale
Hewlett-Packard (Canada) Ltd., Mississauga
- did not bid, but gave list of Authorized Dealers in Ontario

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT
RFP SUMMARY FOR 1991

HP IIP Printers
Sorted by Purchase Price

SUPPLIER	LOCATION	HP AUTH.	HP IIP With Cartridge	Comments
Computerland	Hamilton	yes	1,098.00	incomplete bid
Microage Computer	Hamilton	yes	1,269.00	<--- RECOMMENDED
Vertech Corp. (Versys)	Oakville	yes	1,285.00	
Sable Computer Inc.	Downsview	yes	1,340.00	
Hamilton Computer Sales & Rentals	Mississauga	yes	1,355.00	
Antares Technologies Inc.	Mississauga	yes	1,365.00	
Entre Computer Bay	Hamilton	yes	1,375.00	
Leppert Business Systems Inc.	Hamilton	no	1,388.00	
Equatorial Canada Ltd.	Rexdale	yes	1,395.00	
Business World	Brampton	no	1,398.00	
Comptree	Hamilton	yes	1,420.00	
Datamex Technologies	Downsview	yes	1,435.90	
Value Added Systems Inc.	Mississauga	yes	1,465.00	
Nebula CAD Systems (Group 8)	Hamilton	yes	1,484.40	
Microbest Computers Inc.	Markham	yes	1,504.00	
Norsemen Computer	Hamilton	yes	1,523.00	
Sidus Systems Inc.	Thornhill	yes	1,570.00	
KVH Datasystems Inc.	Burlington	no	1,611.00	
Alliance Computers Inc.	Hamilton	no	1,620.00	
Image Computer Consultants	Hamilton	yes	1,627.00	
Applied Computer Inc.	Hamilton	no	1,649.90	
User Friendly Systems	Burlington	yes	1,780.00	
ATSYS Canada Inc.	Mississauga	no	2,833.00	

UNABLE TO BID

4 Office Automation

Ecom Systems Ltd., Markham

JMG Compushoppe

Memorex Telex Inc., Markham

Micro Software Sales

Ogivar Technologies

Shiva Technologies Inc.

Storagetek Canada Inc., Rexdale

Zentronics

Hewlett-Packard (Canada) Ltd., Mississauga

- did not bid, but gave list of Authorized Dealers in Ontario

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

2(c.)

DATE: 1991 May 28

REPORT TO: Mrs. S. Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

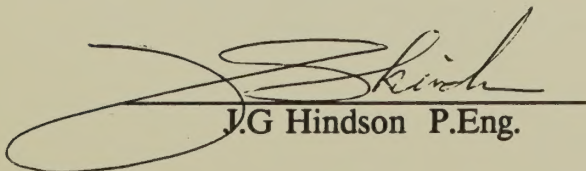
SUBJECT: Suppliers for Microcomputer Workstations and Printers
(I/S 91-116).

RECOMMENDATION:

- a) That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Panasonic 386-SX20 Microcomputers	4 Office Automation Burlington	\$ 2,280	lowest acceptable of 28 proposals
Hewlett Packard IIP printers	MicroAge Hamilton	\$ 1,269	lowest acceptable of 23 proposals

- b) Funding to be provided from Department Accounts 59032-XXXXXX.


J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1991 April 12th. 103 proposals were issued and 28 proposals were subsequently received. In order to provide for flexibility to obtain the best combination of equipment components, service, support and price, it was not a requirement that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables.

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

In some cases the lowest proposal is not recommended as it is not equivalent to the specifications in terms of functionality, compatibility with hardware or software, or access to service, ongoing support and spare parts.

The microcomputer industry is experiencing a period of unprecedented competition. Many manufacturers are experiencing business losses and many retail suppliers are going out of business as there are too many products and too few buyers. The selection of products from only "brand name" IBM clone with alternative supply and service sources is recommended in order to protect the Corporation's investment in this equipment during its service period.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT
RFP SUMMARY FOR 1991 28-May-91

386-SX Workstations
Sorted by Purchase Price

SUPPLIER	LOCATION	CPU Name	386SX CPU/VGA	Comment
			TOTAL	
Sidus Systems Inc.	Thornhill	Sidus	1,697	uncertain support, service, parts
Equatorial Canada Ltd.	Rexdale	Biostar	1,710	>40km from Hamilton
JMG Compushoppe	Hamilton	JMG	1,740	uncertain support, service, parts
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MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT
RFP SUMMARY FOR 1991

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Sorted by Purchase Price

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Image Computer Consultants	Hamilton	yes	1,627.00	
Applied Computer Inc.	Hamilton	no	1,649.90	
User Friendly Systems	Burlington	yes	1,780.00	
ATSYS Canada Inc.	Mississauga	no	2,833.00	

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Ogivar Technologies

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Storagetek Canada Inc., Rexdale

Zenronics

Hewlett-Packard (Canada) Ltd., Mississauga

- did not bid, but gave list of Authorized Dealers in Ontario

2(d)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 May 26

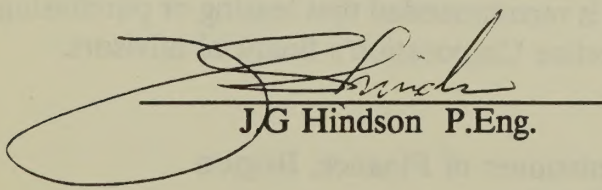
REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Leasing Suppliers for Microcomputer Workstations and Printers - 1991
(I/S 91-117).

RECOMMENDATION:

- a) That *GreyVest Leasing* of Toronto provide leasing services for microcomputer workstations and printers at the rate of \$29.78 /\$1,000/month for 36 months (the lowest acceptable of eight proposals received).
- b) The term of the lease agreement with GreyVest to be to 1991 November 30th, with an option in favour of the City to extend for the balance of the lease term.
- c) That decisions to lease or purchase be made in each case, in consultation with the Treasurer.
- d) That the master lease agreements be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).
- e) That funding be provided from Account # CH56605-26032 (Workstation Leasing).



J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Requests for Leasing services proposals were issued to potential suppliers. Eight responses were received by the closing date of 1991 April 12th.

The leasing proposals were evaluated on the basis of the lowest monthly cost. A requirement of the proposals was that any lease include a provision that the lessee could return the equipment at the end of the lease, continue to lease at a reduced rate, or acquire the equipment at Fair Market Value. This provides for maximum flexibility to the Corporation.

On the basis of the summary of the proposal results (as indicated in the attached table), it is recommended that leasing services be acquired from GreyVest Leasing of Toronto (the lowest acceptable lessor).

The decision to lease or purchase should be based on an evaluation of several factors:

- 1) Lowest "cost of use" for the time period the equipment will be used
- 2) The end-of-lease value
- 3) The ease (or difficulty) of disposal of the equipment at the end of the lease
- 4) Any potential requirements to improve or upgrade the equipment during the lease period
- 5) The availability of any of external funding (grants) that would only apply to equipment purchases
- 6) The availability of other internal or external funding sources that would favour leasing or purchasing

As factors and circumstances may be different, it is recommended that leasing or purchasing decision be made in consultation with the respective Corporation's financial advisors.

c.c. Mr. G. W. Lawson, Treasurer and Commissioner of Finance, Region
Mr. E. C. Matthews, Treasurer, City of Hamilton

Summary of Leasing Proposals Received for
Microcomputer Workstations and Printers
based on 36 month lease

Company Name	Location	Rate/\$1000/month
CIBC	Toronto	\$28.71 incomplete bid
GreyVest Leasing	Toronto	\$29.78 <--- RECOMMENDED
Traithlon Leasing	Richmond Hill	\$29.90
Scott Computer Leasing	Mississauga	\$30.15
National Bank Leasing	Toronto	\$32.59
Confederation Leasing	Toronto	\$32.74
Central Guaranty Leasing	Markham	\$32.75
IBM	Hamilton	\$33.77

- INFORMATION -

2(e.)

DATE: 1991 May 26

REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Procedures Re Requests for Proposals - Purchasing
Policies. (91-118)

BACKGROUND:

At the last meeting of the Committee, the Director was requested to report back on the procedures in place regarding Requests for Proposals on such items as equipment and services.

Information Systems follows the Purchasing Policies of the Region of Hamilton-Wentworth and the City of Hamilton.

There are provisions in the Region and City Purchasing policies for the call for quotations, requests for Proposals or Tenders depending on the value of the purchase.

In the case of the Region, quotations are required when the purchase values are between \$5,000 and \$10,000 (currently under review) and Tenders or Requests for Proposals are required if the value exceeds \$10,000.

In the case of the City of Hamilton, quotations are required when the purchase values are between \$15,000 and \$50,000 and Tenders or Requests for Proposals are required if the value exceeds \$50,000.

The results are subsequently processed via the purchasing policies of the Corporations and, depending on the value, are authorized by Council. Purchases exceeding \$25,000 and \$50,000 require Regional and City Council approval respectively.

There is no requirement to seek Council approval for the issuance of a tender - with one exception. The City of Hamilton requires Council approval in the case of construction or demolition tenders exceeding \$100,000 in value.

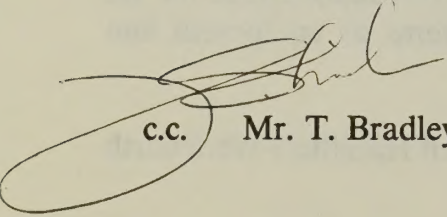
It has been the practice of Information Systems to request the Committee and Councils' permission to issue Requests for Proposals when the item being purchased represents a significant investment and major planning efforts (such as replacing the mainframe computer).

All Requests for Proposals, or quotations issued by the Region or the City are subject to approval and contain provisions that there is no requirement to accept the lowest or any quotation or proposal.

Although Committee and Council approval could be obtained for all anticipated quotations or Requests for Proposals, such a requirement would not be recommended. The turn-around time to acquire goods or services would be increased from the current 4 to 6 weeks to 10 to 12 weeks.

In my opinion, we could not effectively maintain services if a 10 to 12 week advance period would be required for purchasing equipment or services.

Attached, for your information, is a copy of the Manager of Purchasing's report that was approved by City Council on 1990 December 11th which outlines the changes to the Purchasing Policy and the current practices of the Region and City (page iv).



c.c. Mr. T. Bradley, Manager of Purchasing

CITY OF HAMILTON
- RECOMMENDATION -

APPROVED
BY COUNCIL
DEC. 11 '90

DATE: 1990 November 30

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. T. Bradley
Manager of Purchasing

SUBJECT: REVISIONS TO PURCHASING POLICY

RECOMMENDATION:

- a) That the reference to Director of Purchasing be changed to Manager of Purchasing
- b) That the reference to Purchasing Department be changed to Purchasing Division, Treasury Department
- c) That Policy #1 be amended by deleting the word "organizations" and adding "Committees of Council"
- d) That the spending limits, which were approved in 1975, in Policy #3 be changed as follows:
 - i) Field Purchase Order - change from \$100 to \$200
 - ii) Issuing Purchase Orders where funds are in budget - maximum approval
 - aa) Department Head and Purchasing staff - change from \$101 to \$201 and from \$5 000 to \$15 000
 - bb) Department Head and CAO - change from \$5 001 to \$15 001 and from \$10 000 to \$25 000
 - cc) Mayor or Chairman of Standing Committee and CAO - change from \$25 000 to \$50 000
 - dd) Council - change from over \$10 000 to over \$50 000
- e) That Policy #6, Exception #2 be amended by adding "and agencies that are members of the Co-operative Purchasing Group"
- f) That Policy #7 be amended by adding to the first paragraph "When it is decided that the City/Region will participate in a Co-operative Purchasing tender, the policy of the agency calling the Tender/Proposal/Quotation will be followed."
- g) That Policy #9 be amended to read:

Only the Purchasing Division shall dispose of declared surplus property in the most cost efficient and effective manner after approval has been received from the Chief Administrative Officer. Any useable equipment or material must be offered, first to other user Civic/Region departments and Agencies, secondly to the Area Municipalities, and then to public agencies within the Co-operative Purchasing Group. If there is still property to be disposed of it can be sold through sealed bids or public auction. If it is not sold or disposed of in any of the above, it shall be declared scrap and disposed of accordingly.

Mr. J. D. Thompson, Secretary
Finance and Administration Committee
Page 2

RECOMMENDATION Cont'd.

No employee or elected official shall bid on the sale of goods except those disposed of by public auction or by sealed bids.

No employee of the City, working at the auction, shall bid for any such items.

- h) That Policy #13 Local Preference buying not be amended
- i) That Appendix A be approved as amended. See *'s and notes
- j) That the following be added to Policy #3
 - i) The amounts stated are to be increased annually in accordance with the Consumers' Price Index and rounded to the nearest \$1 000, except for d) i) which shall be to the nearest \$100.

T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

In July, Council requested a review of the Purchasing Policy, in particular preference for local buying. This policy, #13, cannot be changed as per letter from the City Solicitor's office.

I have taken this opportunity to review the entire Purchasing Policy and have made the recommendations for the purposes of improving the efficiency of the system for Committees of Council and staff and saving money where possible.

The above a, b and c recommendations are based on changes reflecting Council's decisions during the past several years.

The existing spending amounts were approved by Council in July of 1975. If the Consumers' Price Index were added to these amounts, the \$10 000 would be increased to \$24 817 according to the index for the first five months of 1990. The Region's spending limit of \$25 000 was approved in 1986. The Regional Council will be requested to increase the limits once City Council has increased the amounts. The Treasury Department has also requested these limits be increased including the process for tendering for Construction and Demolitions. Their requests are detailed in a memo dated August 6, 1990, copy attached.

Mr. J. D. Thompson, Secretary
Finance and Administration Committee
Page 3

BACKGROUND Cont'd.

From January until the end of September, 106 purchasing reports have been submitted to various Committees for their approval. Under the new spending limits 40 would have required approval. Our request to increase the limits is being made after taking into account the staff's time and effort required to process these reports and the concern of Committees to improve their efficiency without compromising the purchasing process or Council's input into the process. Approximately \$6,600 would have been saved in advertising these tenders and 66 hours of Purchasing Staff's time. In addition to this, time would be saved for the Secretaries of the various Committees of Council.

On a regular basis I will send to Members of Council an Information Report listing the orders that have been approved under section d) ii) cc) for expenditures from \$25 000 to \$50 000.

A survey of other municipalities' spending limits requiring Councils' approval indicates that Hamilton should review its limits.

Region of Halton	\$100 000.00
Burlington	50 000.00 (waiting for Council's approval)
Scarborough	50 000.00
Mississauga	50 000.00
Ottawa	50 000.00
Brampton	50 000.00
Cambridge	40 000.00
Kitchener	40 000.00
Oakville	40 000.00
Oshawa	25 000.00
Sarnia	25 000.00
Sudbury	25 000.00

APPENDIX

(i)

PROCEDURES - CONSTRUCTION AND DEMOLITION CONTRACT REQUIREMENTS

- A.* Projects for construction and demolition work valued up to \$100 000.
- a) Quotations to be invited and opened by the Manager of Purchasing
 - b) Purchase order only be issued
 - c)** Two year warranty required where directed
 - d)** Public Liability and Property Damage insurance required where directed
 - e)** Performance Surety required where directed
 - f) Bid Surety required where directed
 - g) No holdback be retained
 - h) Short form specifications to be used
 - i) The Bidders' Lists of the Purchasing Division of the City of Hamilton be updated at least annually by the placement of an advertisement in The Spectator, inviting companies and individuals who may be interested in providing work, services or materials for the City to have their name placed on the City of Hamilton's Bidders' List
 - j)** The prevailing rates of wages, conditions and benefits as stated in the City of Hamilton Wage Schedule as maintained by the Commissioner, Human Resources Centre, shall govern all persons employed through contracts and sub-contracts for construction and demolition projects awarded by the City. It shall be the responsibility of the Commissioner, Human Resources Centre to consider all claims made pursuant to this clause where directed.
 - k)** The contractor shall maintain a complete set of payroll, accounts and records relating to the project and the City Treasurer and Commissioner, Human Resources Centre may inspect such records as directed.
 - l) A statement of the current status from the Workers Compensation Board will be required from time to time
 - m)** Inspection, testing and examination of the work required by the City in the specifications shall be done at the Contractor's own expense where directed
 - n)** Inspection, testing and examination of the work as directed by the City, other than in the specifications, shall be done by the contractor at the city's expense unless such inspections and examinations indicate that the work is not in accordance with the specifications, in which case, such inspections, testing and examinations shall be at the expense of the contractor where directed.
 - o)*** The contractor and sub-contractor be required to procure at least one price from local manufacturers where possible.
 - p) Only licensed trucks or carters operating in accordance with City of Hamilton By-Law 79-323 shall be used.
 - q)**** Withdrawal of sealed quotations after stated closing time will not be allowed. Sealed quotations will not be considered unless accompanied by prescribed sureties. Sealed quotations will not be accepted for any reason after official closing time.

- * Value was "under \$25 000" for Part A and up to \$50 000 for Part B
- ** The words "where directed" have been added
- *** Originally read "procure tenders or prices from local manufacturers"
- **** New clause

(ii)

- B.* Projects for construction and demolition work valued from \$100 000 to \$200 000.
- a) Tenders to be called
 - b)** Formal contract to be executed where directed
 - c) Two year warranty required
 - d) Public Liability and Property Damage insurance required
 - e) Performance Surety required
 - f) A holdback will be retained where directed
 - g) Bid Surety required
 - h) Short form specifications to be used
 - i)** The prevailing rates of wages, conditions and benefits as stated in the City of Hamilton Wage Schedule as maintained by the Commissioner, Human Resources Centre, shall govern all persons employed through contracts and sub-contracts for construction and demolition projects awarded by the City. It shall be the responsibility of the Commissioner, Human Resources Centre to consider all claims made pursuant to this clause where directed.
 - j)** The contractor shall maintain a complete set of payroll, accounts and records relating to the project and the City Treasurer and Commissioner, Human Resources Centre may inspect such records where directed.
 - k)**** Before tenders estimated to be \$100 000 and over are advertised, the project is to be approved by Council
 - l) A statement of the current status from the Workers Compensation Board will be required from time to time
 - m)** Inspection, testing and examination of the work required by the City in the specifications shall be done at the Contractor's own expense where directed
 - n)** Inspection, testing and examination of the work as directed by the City, other than in the specifications, shall be done by the contractor at the city's expense unless such inspections and examinations indicate that the work is not in accordance with the specifications, in which case, such inspections, testing and examinations shall be at the expense of the contractor where directed.
 - o) The contractor shall ensure all parties under his jurisdiction are informed of all conditions of the Tender/Contract Documents.
 - p) During periods of extreme unemployment, the City may request the Contractor to institute a work sharing program which must be agreed upon by the contractor and the individual unions, if any.
 - q)*** The contractor and sub-contractor be required to procure at least one price from local manufacturers where possible.
 - p) Only licensed trucks or carters operating in accordance with City of Hamilton By-Law 79-323 shall be used.
 - r) Withdrawal of sealed tenders after stated closing time will not be allowed. Sealed tenders will not be considered unless accompanied by prescribed sureties. Sealed tenders will not be accepted for any reason after official closing time.
 - s) All sub-contractors and/or own forces are to be indicated on the list of sub-contractors or tenders may be considered an improper bid.

* Originally read "valued at \$50 000 or more"

** The words "where directed" have been added

*** Originally read "procure tenders or prices from local manufacturers"

**** Originally read "\$50 000"

- C. Projects for construction and demolition work valued over \$200 000, City Architectural specifications will be used.

(iii)

The following clause has been deleted as it is no longer enforceable according to our Legal and Human Resources Departments.

Preference to employment of skilled or common labourers, or workmen who have resided in Hamilton for at least one year will be given.

The following clause has been deleted as requested by our Treasury Department.

No hold-back be retained for contracts under \$100,000.00.

(iv)

**SPENDING LIMITS FOR THE
PURCHASING POLICIES OF THE REGION AND CITY**

	Authorization Up to Present <u>Region</u>	<u>City</u>	Inflation @ 250% <u>since 1975</u>	Proposed for City & <u>Region</u>
Field Purchase Orders	\$ 100	\$ 100	\$ 250	\$ 200
Purchase Orders - Staff	\$10,000	\$ 5,000	\$12,500	\$15,000
- CAO	\$15,000	\$10,000	\$25,000	\$25,000
- Mayor/Chairman and CAO	\$25,000	Nil		\$50,000
- Council	Over \$25,000	Over \$10,000	\$25,000	Over \$50,000

2(f.)

- RECOMMENDATION -

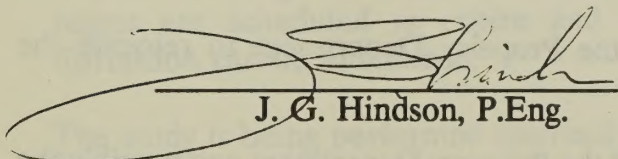
DATE: 1991 May 26

REPORT TO: Mrs. Susan Reeder, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Relocation of mainframe computers and disk drives
(91-119)

- a) That the Director of Property and the Accommodation Committee be requested to assist in locating facilities for the Information Systems staff to be displaced (approximately 8) by the relocation of the computer and disk drives from the basement to the first floor of City Hall.



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

At the 1991 February 18th meeting of the Information Systems Committee, an Information report was submitted on the status of the Computer Relocation Study (copy attached). The report indicated that basically there were two viable options:

- a) Expand the existing Computer Operations area on the first floor of City Hall;
or,

- b) Identify other available space for the total 3,550 to 3,800 square feet required.

In reviewing these options, it is clear that any alternative other than relocating the central processing unit and disk drives from the basement directly up to the first floor would be prohibitively expensive and disruptive to day-to-day operations.

The mandatory relocation requirements are:

- 1) Accessibility to the communications network
- 2) Likelihood of meeting the December time frame
- 3) Ease of transition/implementation
- 4) Ongoing (post-implementation) efficiency
- 5) Satisfying disaster prevention/protection and security needs
- 6) Provision for future flexibility
- 7) Low one-time and on-going costs

As only parts of the computer equipment require relocation (the console room and tape drives and network communications equipment are already on the first floor) any complete relocation outside the building could easily cost a million dollars or more and would be highly disruptive to daily operations. The computer would also be isolated from many of the support facilities and staff such as the printing and microfilming operations.

Subsequently discussions are in progress with the Property Department to relocate the computer to the first floor.

Information Systems will require the assistance of the Property Department and possibly the Director of Property and the Accommodation Committee to relocate the ten staff members affected (to clear the area on the first floor). The preferred location would be the Ellen Fairclough Building.

- c.c. Mr. W. M. Carson, Chief Administrative Officer
Mr. Lou Sage, Chief Administrative Officer
Mr. D. W. Vyce, Director of Property

INFORMATION

2.4

DATE: 1991 February 18

REPORT TO: Mr. J.D. Thompson, Acting Secretary
Information Systems Committee

FROM: Mr. J.G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Relocation Study (I/S 91-105)

BACKGROUND:

At the October 1990 meeting, the Information Systems Committee discussed security problems inherent to the City Hall basement location of the mainframe computer. The Committee directed staff to outline other location options and the feasibility of moving the mainframe computer facility out of the basement.

The move is targeted for December 1991, given a unique window of opportunity then: major leases are scheduled to expire and replacement equipment installed; and costs and disruption can be minimized.

The study is being performed internally by Mr. Steve Cowell, Manager Systems Planning.

CURRENT STATUS:

Meetings have been held with the Information Systems Managers, Property Department, HECFI and industry experts, to determine needs and facilitate the study.

At least 3,550 and ideally 3,800 sq. ft. of space is needed for a minimum 10 year leasing period. This to accommodate Computer Operations staff and equipment, excluding the Microfilming Unit. The 3,800 sq. ft. includes 250 sq. ft. for a DEC/Vax computer for disaster recovery purposes. The computer room would be built to accepted design standards, including for example, raised floor and sprinkler system.

There are two basic options:

1. Expand the existing Computer Operations on the first floor, City Hall, from 1,850 to 3,700 sq. ft. and relocate eleven displaced systems development staff.
2. Identify other available space for the total 3,550/3,800 sq. ft.

Option 1 would satisfy the minimum 3,550 and is close to satisfying the ideal 3,800 sq. ft. needs. Though, an additional 1,850 sq. ft. would be needed to relocate the displaced staff.

To satisfy Option 2, the Property Department has identified space availability in all downtown Hamilton buildings currently used by The Corporations, and others that have sufficient space (**Attachment 1**) and are currently not used. Six sites meet the minimum space needs:

- * 1 James St. South
- * Bank of Commerce Phase II
- * Standard Life
- * Stelco Tower and
- * 35 Park Place

Only 1 James St. South is currently used by The Corporations. No additional space is reported to be available in either City Hall or the Fairclough building. The Property Department also indicates there is ample time to meet the December 1991 move date.

Mandatory requirements (**Attachment 2**) will be used to screen possible sites and evaluation criteria will be used to further analyze the more promising ones, as follows:

- * Accessibility to the computer network.
- * Likelihood of meeting the December 1991 time-frame.
- * Ease of transition/implementation with minimal operational impact.
- * Ongoing (post-implementation) operational efficiency.
- * Satisfies disaster prevention/protection and security needs.
- * Provides future flexibility and complements/facilitates Information Systems' strategy.
- * Low one-time and ongoing costs.

Three types of sprinkler systems were evaluated: CO₂(carbon dioxide), Water and Halon replacement. Halon, once popular, is no longer considered acceptable because of environmental concerns. CO₂ is hazardous to humans and a cost-effective Halon replacement is currently not available. Thus, the water system is the only currently viable option and, to minimize premature activation by false alarm, a preactivated or dry nozzle type is recommended.

NEXT STEPS:

- * Further seek to identify opportunities for freeing-up space in City Hall and/or the Fairclough building.
- * Identify best site options and report back to the Committee with operational and cost impacts, and recommended timing schedule.

JAN 11 1991

CORPORATION OF THE CITY OF
MEMORANDUM

FILE	TO	Intm	Intm	Act.	R
	J.G.H.				
	G.E.C.				
	P.M.				
	K.K.				
	K.A.G.				
	S.I.C.				
	M.G.G.				
	W.D.L.				
	F.E.				
	A.J.				

TO: Mr. J. G. Hindson, P.Eng.
Director of Information Systems
Information Systems

FROM: Mr. M.C.J. Watson
Manager, Real Estate Division
Property Department

OUR FILE:
PHONE: (416) 546-4504

SUBJECT: Computer Relocation Study

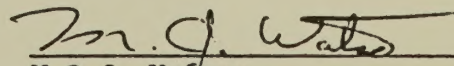
DATE: 1991 January 10

Further to your memo of December 21, 1990, we wish to provide you with the following information.

Office Space Information

City Hall	no space available (must build on)
Ellen Fairclough	no space available
Robert Thompson	not sufficient space
Convention Centre	no space available
Copps Coliseum	no space available
Hamilton Place	no space available
1 James St. South	possible at \$13.00 per square foot net + \$8.00 per square foot operating cost
25 Main St. West	no space available
Football Hall of Fame	no space available
Bank of Commerce Phase II	space is available, \$19.50 per square foot net + \$9.00 per square foot operating cost
Standard Life	3,700 square feet - \$19.50 per square foot net + \$8.50 per square foot operating cost
Stelco Tower	3,950 square feet at \$17.00 per square foot net + \$8.00 per square foot operating cost
35 Park Place	6,000 square feet at \$11.50 per square foot net
Bank of Montreal (2nd Floor)	3,600 square feet at \$17.00 per square foot net

Kindly advise if any further information is required.


M.C.J. Watson

MCJW:ag

REPORT ON THE WORK OF THE COMMISSION FOR THE YEAR 1947

The Commission was established in 1946 to investigate the causes of the economic crisis in the United Kingdom and to recommend measures for its relief. It has since that time been engaged in a series of inquiries and has published several reports. The following is a summary of the work of the Commission during the year 1947.

The Commission has held a number of public hearings and has received many suggestions from the public. It has also conducted extensive research into the various factors which have contributed to the economic crisis.

The Commission has found that the economic crisis is the result of a number of factors, including the effects of the war, the increase in the cost of living, and the shortage of raw materials. It has recommended a number of measures to deal with these factors, including the introduction of rationing and the control of prices.

The Commission has also recommended that the Government should take steps to increase the production of goods and services, and to improve the efficiency of the economy. It has also recommended that the Government should take steps to improve the distribution of income and to provide social security for all.

The Commission has found that the economic crisis is a serious problem which requires immediate action. It has recommended that the Government should take the measures suggested in its report as soon as possible.

The Commission has also recommended that the Government should take steps to improve the efficiency of the economy, and to increase the production of goods and services. It has also recommended that the Government should take steps to improve the distribution of income and to provide social security for all.

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The Commission has found that the economic crisis is a serious problem which requires immediate action. It has recommended that the Government should take the measures suggested in its report as soon as possible.

COMPUTER RELOCATION - MANDATORY REQUIREMENTS

The following requirements will be used to initially screen site options before subjecting them to more rigorous analysis:

1. Office Requirements:

- a) Minimum space 3,550 and ideally 3,800 square feet (including 250 sq. ft. for back-up DEC computer), plus room for potential future expansion (i.e. 750 sq. ft. for microfilming unit).
- b) Height of computer room minimum 10 feet gross (including 18 inch raised floor and 18 inch suspended ceiling) and 8 feet net.
- c) Electrical power minimum 400 amps and 85 Kw in data centre or 500 Kw in building or substation.
- d) Located at or above ground level with minimum floor loading 75 lb/ft and adequate drainage.
- e) Close to vault or secure fireproof room to store tapes and cheques.

2. Building Needs:

- a) Environmentally/physically secure. E.G. no risk from vibration, water, fire or unsolicited access.
- b) Fork-lift truck/loading dock/service elevator to provide access for equipment and paper skids. For example, minimum 50x78 inch door access, 5.5 feet depth, and 2500 lb capacity.
- c) Accessible to couriers and non-Systems staff for work drop-off/pick-up outside normal office hours (9am - 5pm).
- d) Satisfies Fire department needs.

3. Geographic Location:

- a) Within 1 km. of fibre-optic link to computer network.
- b) Away from electrical and communications interference; power lines/pilons, and medical and industrial complexes.

4. Contractual Considerations:

- a) If leased, a minimum duration of 10 years.
- b) Available for construction 1991/Quarter 3 and occupancy December, 1991.

COMMITTEE ON THE STATUS OF WOMEN

The following information was obtained from the records of the Committee on the Status of Women.

1. General Information

- a) The committee was established in 1951 and is currently active.
- b) The committee is composed of 12 members, 6 of whom are women.
- c) The committee's primary function is to study and report on the status of women in the United States.
- d) The committee has held several public hearings and has issued several reports.
- e) The committee is currently working on a report on the status of women in the workplace.

2. Committee Members

- a) The committee is currently composed of the following members:
- b) The committee's members are appointed by the President of the United States.
- c) The committee's members serve for a term of four years.
- d) The committee's members are eligible for reappointment.
- e) The committee's members are not compensated for their service.

3. Committee's Work

- a) The committee has held several public hearings on the status of women.
- b) The committee has issued several reports on the status of women.
- c) The committee is currently working on a report on the status of women in the workplace.

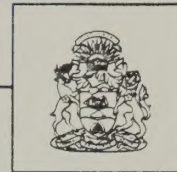
4. Committee's Recommendations

- a) The committee recommends that the President appoint a woman to the committee.
- b) The committee recommends that the President appoint a woman to the committee.
- c) The committee recommends that the President appoint a woman to the committee.



INFORMATION SYSTEMS

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573



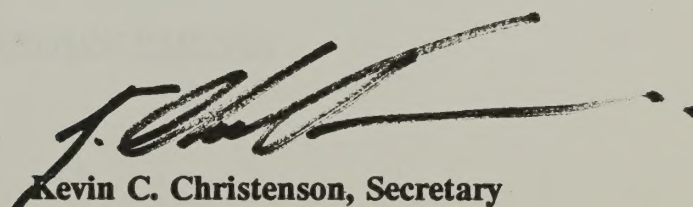
CA40N HBL I10
A35
URBAN/MUNICIPAL
1991

1991 June 13

NOTICE OF MEETING INFORMATION SYSTEMS COMMITTEE

Monday, 1991 June 17
10:30 o'clock a.m.
Chairman's Lounge, Regional Offices

URBAN MUNIC. A
JUN 20 1991
GOVERNMENT DOCUMENT


Kevin C. Christenson, Secretary
Information Systems Committee

AGENDA

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting held 1991 June 4

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. **NEW BUSINESS**

- (a) Information Systems Charges to Region and City of Hamilton
- (b) Budget Variance Report as at 1991 April 30

3. **NOTICES RE: MOTIONS**

4. **OTHER BUSINESS**

5. **QUESTIONS OF THE DAY/ANNOUNCEMENTS**

6. **ADJOURNMENT**

Tuesday, 1991 June 4
10:30 o'clock a.m.
Room 233 City Hall

1. (b)

The Information Systems Committee met.

There were present: Alderman J. Gallagher, Chairman
Alderman M. Kiss
Alderman G. Copps
Councillor A. Sloat

Regrets: Councillor S. Napper, Vice-Chairman (Health Reasons)

Also Present: Mr. J. Hindson, Director of Information Systems
Mrs. S. Reeder, City Clerk's Department
Mr. K. Christenson, Secretary

1. **GENERAL**

(a) **Declaration of Interest**

Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interests Act and no conflict on interest was made.

(b) **Minutes**

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 April 22 and approved the recommendation that the minutes be received and adopted as presented.

2. **NEW BUSINESS**

(a) **Inspection Tour of Basement Computer Room**

The Chairman suggested and the Committee agreed to conduct the tour of the basement Computer Room in conjunction with Item "F" under New Business i.e. Computer Relocation (91-119).

(b) **1991 Suppliers for Workstations Equipment, City (91-115)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 May 26 respecting the above-noted matter and it was moved by Alderman Kiss, seconded by Councillor Sloat and carried to approve the following:

- (a) That Microcomputer workstations and printers be acquired in accordance with the following:

Description	Supplier	Price	Comment
Panasonic 386-SX20 Microcomputers	4 Office Automation Burlington	\$ 2,280.00	Lowest Acceptable of 28 Proposals
Hewlett Packard IIP Printers	MicroAge Hamilton	\$ 1,269.00	Lowest Acceptable of 23 Proposals

- (b) Funding to be provided from Account No. CH56605-26032 (Workstation Leasing).

(c) **1991 Suppliers for Workstations Equipment, Region (91-116)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 May 26 respecting the above-noted matter and it was moved by Councillor Sloat, seconded by Alderman Copps and carried to approve the following:

- (a) That Microcomputer workstations and printers be acquired in accordance with the following:

Description	Supplier	Price	Comment
Panasonic 386-SX20 Microcomputers	4 Office Automation Burlington	\$ 2,280.00	Lowest Acceptable of 28 Proposals
Hewlett Packard IIP Printers	MicroAge Hamilton	\$ 1,269.00	Lowest Acceptable of 23 Proposals

- (b) Funding to be provided from Department Accounts 59032-XXXXXX.

(d) **Leasing Suppliers for Microcomputer Workstations and Printers, City (91-117)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 May 26 respecting the above-noted matter and it was moved by Alderman Kiss, seconded by Councillor Sloat and carried to approve the following:

- (a) That GreyVest Leasing of Toronto provide leasing services for microcomputer workstations and printers at the rate of \$29.78/\$1,000.00/month for 36 months (the lowest acceptable of eight proposals received).
- (b) The term of the lease agreement with GreyVest to be to 1991 November 30, with an option in favour of the City to extend for the balance of the lease term.
- (c) That decisions to lease or purchase be made in each case, in consultation with the Treasurer.
- (d) That the master lease agreements be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).
- (e) That funding be provided from Account No. CH56605-26032 (Workstation Leasing).

Following discussion, the Committee requested that, for the records, the Director of Information Systems elaborate on the reasons for the recommendation of the selected supplier, in the background section of his report (91-117).

(e) **Procedures Re Requests for Proposals - Purchasing Policies (91-118)**

The Committee was in receipt of an information report from the Director of Information Systems dated 1991 May 26 respecting the above-noted matter and it was moved by Alderman Kiss, seconded by Alderman Copps and carried that the report be received.

(f) **Relocation of Mainframe Computers and Disk Drives (91-119)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 May 26 respecting the above-noted matter. The Director of Information Systems then took the Committee on a tour of the basement Computer Room and explained the need to relocate the computer equipment to the first floor of City Hall for safety reasons. The Committee then toured the existing Information Systems offices on the first floor of City Hall where the equipment is proposed to be relocated. Following discussion, it was moved by Alderman Copps, seconded by Alderman Kiss and carried to approve the following:

"That the Director of Property and the Accommodation Committee be requested to assist in locating facilities for the Information Systems staff to be displaced (approximately 8) by the relocation of the computer and disk drives from the basement to the first floor of City Hall."

The Committee then discussed the City's charge-backs to the Region for computer services. Subsequently, it was moved by Alderman Copps, seconded by Alderman Kiss and carried:

"That the Director of Information Systems be directed to undertake a complete review of the procedures and policies of charge-backs by the City to the Region for the use of computer services, including all capital costs and other expenses."

6. **ADJOURNMENT**

Moved by Alderman Kiss, seconded by Councillor Sloat and carried that there being no further business, the meeting be adjourned.

Taken as Read and Approved,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

K. Christenson, Secretary

1991 June 4

Document 1 - 1848

The revolution of 1848 was a series of events that began in France and spread to other parts of Europe. It was a time of great change and upheaval, as people demanded more rights and freedoms. The revolution was led by the people, and it was a time when the old order was being challenged. The revolution was a time when the people were standing up for their rights, and it was a time when the future was being shaped.

The revolution of 1848 was a time when the people were standing up for their rights, and it was a time when the future was being shaped. The revolution was a time when the people were demanding more rights and freedoms, and it was a time when the old order was being challenged. The revolution was a time when the people were standing up for their rights, and it was a time when the future was being shaped.

The revolution of 1848 was a time when the people were standing up for their rights, and it was a time when the future was being shaped. The revolution was a time when the people were demanding more rights and freedoms, and it was a time when the old order was being challenged. The revolution was a time when the people were standing up for their rights, and it was a time when the future was being shaped.

Document 2 - 1848

At the end of 1848, the revolution had spread to other parts of Europe. The people were demanding more rights and freedoms, and the old order was being challenged. The revolution was a time when the people were standing up for their rights, and it was a time when the future was being shaped.

Document 3 - 1848

Document 4 - 1848

Document 5 - 1848

Document 6 - 1848

Document 7 - 1848

Document 8 - 1848

Document 9 - 1848

Document 10 - 1848

2(a)

- INFORMATION -

DATE: 1991 June 12

REPORT TO: Mr. K. Christenson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Information Systems charges to Region and City of Hamilton
(91-120)

BACKGROUND:

At the 1991 June 4th meeting the Information Systems Committee requested that, *"the Director of Information Systems be directed to undertake a complete review of the procedures and policies of charge-backs by the City to the Region for the use of computer services, including all capital costs and other expenses"*.

In addition to the following, an overview presentation will be given at the meeting on June 17th, outlining how the charging system operates.

The basic operative (Departmental) policy is that the Region and the City will be charged on the basis that:

- a) both parties will be charged the identical rate for the same services;
- b) that the charges will be adjusted at year-end based on "actual" costs incurred; and,
- c) that neither party will make a "profit" on Information Systems Services at the expense of the other party.

Current Budget charges

The Current Information Systems Budget includes the funding required to keep all ongoing systems and services operational for the Region and the City. Current Budget charges are managed through a consolidated set of accounts that includes all annual costs associated with Information Systems activities.

The costs are broken down into the following categories (1991 Approved Budget figures are indicated):

Systems Analysis	\$ 834,620
Programming	\$ 863,730
Contracted Services	\$ 109,030
Business Systems Central Processing	\$ 2,698,390
User Software	\$ 133,480
Communications	\$ 290,940
Data Entry	\$ 163,700
Process Control	\$ 1,042,750
Support Services-Workstations	\$ 328,990
Support Services-Hard/Software	\$ 1,272,320
Image Processing (microfilming)	\$ 175,330
Total	\$ 7,913,280

The above figures include the costs for the Administration and Planning Division as "overhead" to the costs of each type of service. Overhead costs are not charged to services which do not require ongoing Administration support.

Distribution of Administration Costs:

Systems Analysis	\$ 79,770
Programming	\$ 82,570
Contracted Services	\$ NIL
Business Systems Central Processing	\$ 257,920
User Software	\$ NIL
Communications	\$ 27,820
Data Entry	\$ 15,640
Process Control	\$ NIL
Support Services-Workstations	\$ 30,960
Support Services-Hard/Software	\$ NIL
Image Processing (microfilming)	\$ 16,750
Total	\$ 511,430

A unit cost is then determined for those types of services that can be measured on an ongoing basis based on *units of work performed*, and this unit cost is used to determine the billing amount that is applied to the Region and City each month. The current unit cost rate structure in effect is:

Systems Analysis	\$ 68.289/hr	
Programming	\$ 45.430/hr	
Contracted Services	\$ n/a	[1]
Business Systems Central Processing	\$ 583.56/hr	
User Software	\$ n/a	[1]
Communications	\$ 48.79/mo	
Data Entry	\$.0045 each	
Process Control	\$ n/a	[1]
Support Services-Workstations	\$ 49.01/mo	
Support Services-Hard/Software	\$ n/a	[1]
Image Processing (microfilming)	\$.0507 each	

Note [1] Charges based on invoices received (e.g. leases) or based on individual resources assigned (Contractual).

Year-End Procedure

At the end of each year, all unit costs and charges are recalculated on the basis of actual costs incurred, the rates are readjusted and the Region and City are credited/debited accordingly on the basis of the adjustments for "actual" costs incurred during the year.

In this manner, all current costs are distributed on the basis of the *actual* units used by each party and on the basis of the *actual* invoices paid on behalf of each party.

Capital Budget Charges

The Region may have funding in approved accounts for Capital Budget systems development projects such as the development of a computer application. These funds are under the jurisdiction of the individual Department through their respective Committees. The Productivity Improvement/Systems Development Reserve may be accessed to facilitate the financing of equipment or systems. This reserve must be paid back through the current budget. After the fund has been repaid, the current budget of the Department is reduced accordingly.

The City of Hamilton currently has funds that are managed by the Information Systems Committee. Funding is available for Workstation furniture on behalf of all Departments. The capital funding directly associated with Information Systems functions is as follows:

Dbase 4th Generation Language	\$700,000 (balance remaining \$57,010)
Computer Software (1987)	\$100,000 (balance remaining \$42,921)
Computer Software (1988)	\$125,000 (balance remaining \$70,820)
Computer Software (1989)	\$150,000 (balance remaining \$61,699)
Computer Software (1990)	\$120,000 (balance remaining \$113,000)
Computer Environment	\$ 50,000 (balance remaining \$46,400)

These funds are being used primarily for the database and related software and the planned automation of the Data Centre. The Property/Taxation Project involves the use of advanced software products such as "DB2" from IBM, "Excellerator" from Index Technology and "Focus" from InfoBuild. Although DB2 will be used for other major applications, there are no Regional applications using DB2 at this time.

Excellerator software is being used for application development and Focus is used for City and Regional applications (Human Resources et al). The Region is participating in the ongoing maintenance costs for Focus software.

Upon reviewing any areas where costs may not be included in the units costs charged, the following areas have been identified for possible improvements to the chargeback system in use:

- 1) The City does not currently pay for support that has been received from the Process Control Group in the development of the computer Network Standard (approximate value \$10,000).
- 2) The City does not pay for a portion of the support costs provided for the mutually-developed Maintenance Management System (approximate value \$ 4,000).
- 3) The Region does not pay a portion of the cost of the space used in City Hall by Information Systems (approximate value \$15,000).
- 4) The costs of the PC's used by the Administration and Support Services Division and training room are currently not included in the unit costs charged to the Region (approximate value \$23,500).
- 5) Other miscellaneous items that involve sharing of information, ideas or technology that are not recorded but are of mutual benefit to both parties.

The net difference of these items is approximately \$24,500 in services that could be charged to the Region, or 0.3% of the Information Systems Budget.

In terms of refining the cost charge system even further, I would recommend that effective 1992 January 1, the City Hall space costs and Administration and Support Services PC's be included in the costing formula for Information Systems costs to the Region. It is anticipated that the City's Maintenance Management Support costs will be recovered by the Region in 1992 after the Engineering Department formally transfers the payroll amounts for two Systems-related employees to Information Systems.

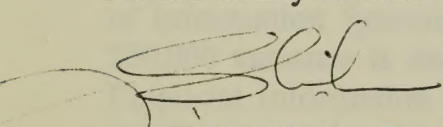
The recovery of the network development work from the Process Control Division is not recommended at this time due to the complexities involved and the offsetting effect of PC expertise provided to the Process Control Division from the Support Services Division.

During the preparation of the 1992 Budget:

- a) City Hall space costs will be included in the costing formula for Information Systems costs.
- b) The costs of the Administration and Support Services PC's will be included in the costing formula.

The management of this type of charge system, that charges each party on the basis of unit costs and also adjusts the unit costs based on year-end actuals does meet the objective of ensuring, as much as possible, that both parties pay on the same basis for the services received.

However, there are problems that arise, particularly when the expectation from the User Department is that resources can be easily adjusted to suit the user's requirements. For example, additional Programming time immediately available to do an emergency project, but the ability to defer programming (staff) time if a project is delayed.


c.c. Mr. W. M. Carson, Chief Administrative Officer
Mr. Lou Sage, Chief Administrative Officer
Mr. G. W. Lawson, Treasurer and Commissioner of Finance
Mr. E. C. Matthews, Treasurer

2 (6)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: 1991 June 12

REPORT TO: Mr. K. Christenson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Budget Variance Report
As at 1991 April 30th (I/S - 91-121)

BACKGROUND:

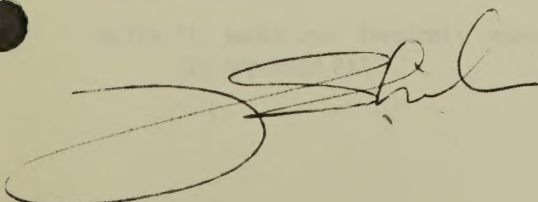
All Information Systems costs are charged to the Region and City of Hamilton on the basis of unit costs per type of service used (e.g. cost per Systems Analyst hour, cost per Central Processor hour etc).

A review of all gross expenditures indicates that total expenditures are expected to be within budget.

The use of Information Systems resources by Regional Departments has been reviewed and there are areas in which Regional Departments, (based on current consumption rates) may use additional units than budgeted.

Attached is a spreadsheet indicating the Budgeted, Year-to-date and Projected consumption of Information Systems resources by the Region. The primary reason for the projected \$50,000 variance is associated with Systems Analysis and Programming requests for the Financial Information System. Some of these services are associated with the extensive installation and testing program of the new MSA software modules that include GST features, other services are the result of ongoing service and special report requests.

Completion of the Wang migration will require funding beyond that available in the current budget. Four of the five Wang processors have been decommissioned. All applications have been migrated from the remaining processor except Accounts Receivable, Local Improvements (both in progress) and the Meter Reader Routing System. A report recommending a financing plan will be prepared for an upcoming meeting of the Committee.



INFORMATION SYSTEMS

10-Jun-91

INFORMATION SYSTEMS COSTS FOR

	RATES	UNIT	1991 RATE
	-----	=====	=====
(1)	DATA ENTRY	EACH	0.00449
(2)	MICROFILM	IMAGE	0.05074
(3)	LINES PRINTED	EACH	0.000987
(4)	CPU	HOURL	583.55600
(5)	DISK & TAPE STORAGE	%/MONTH	544.45000
(6)	ANALYST	HOURL	68.28915
(7)	PROGRAMMER	HOURL	45.43025
(8a)	TERMINAL CONN. with Comm	/MONTH	48.79013
(8b)	TERMINAL CONN. w/o Comm	/MONTH	33.65371
(9a)	TERM. M/F City Lse/Mtc	/MONTH	N/A
(9b)	TERM. M/F Region Lse/Mtc	/MONTH	N/A
(9e)	SUPPORT SERVICES	/CPU/MONTH	49.00938

Cost Projection Model for REGION

10-Jun-91

Based on Data to end of APRIL

Type of Service	Budget Units	Budget Estimate	YTD Units	YTD Actual	Projected Units	Projected Actual	Variance
(1) Data Entry	19,959,000	87,705	6,098,284	27,381	18,294,852	82,144	5,561
(2) Microfilming	1,578,080	80,071	624,811	31,703	1,874,433	95,109	(15,038)
(3) Print Lines	91,423,400	107,565	35,673,549	35,210	107,020,647	105,629	1,936
(4a) CPU Batch	679	539,898	364	212,414	988	576,553	(36,655)
(4b) CPU On-line	277	219,859	110	63,999	294	171,565	48,294
(5) Disk/Tape Storage(%/mo)	607	330,394	207	112,701	621	338,103	(7,709)
(6) Systems Analysis	3,509	239,627	2,211	150,987	4,363	297,911	(58,284)
(7) Programming	7,230	328,461	3,235	146,967	6,842	310,834	17,627
(8a) Connect with Communicati	2,356	110,071	831	40,545	2,493	121,634	(11,563)
(8b) Connect w/o Communicatio	240	8,077	80	2,692		0	8,077
(9a) Terminal Lse/Mtce - City	108	4,942		0		0	4,942
(9b) Terminal Own/Mtce - Regi	612	11,680	252	10,107		11,680	0
(9e) Support Services	3,960	194,077	1,360	66,653	4,080	199,958	(5,881)
(10a) Printer Remote - City	0	0		0		0	0
(10b) Printer Remote - Region	60	3,340	20	1,104	60	3,500	(160)
(10c) Printer Screen-City	24	47		0		0	47
(11) User Software		83,060		27,687		83,060	0
(12) Process Control	0	0		0		0	0
(13) PC Lease/Mtce City	0	0		0		0	0
(14) PC Own/Lease/Mtce Region		283,260		96,200		283,250	10
(15) Wang Mtce Base		32,900		10,967		32,900	0
(16) Contracted Services	0	109,030		13,867		109,030	0
(17) Other	0	0		1,215		1,500	(1,500)
TOTALS		2,774,064		1,052,399		2,824,361	(50,298)

NOTES [1] Additional Terminals requested for GST

[2] Approved PIF

Summary of Project Data

Item	Quantity	Unit Price	Total Price
1. Labor	100	\$10.00	\$1,000.00
2. Materials	50	\$20.00	\$1,000.00
3. Equipment	10	\$100.00	\$1,000.00
4. Subcontractors	5	\$200.00	\$1,000.00
5. Permits	1	\$1,000.00	\$1,000.00
6. Insurance	1	\$1,000.00	\$1,000.00
7. Contingency	1	\$1,000.00	\$1,000.00
8. Total			\$8,000.00

Cost Breakdown by Category

Category: Labor

Category	Item	Quantity	Unit Price	Total Price
Labor	1. Labor	100	\$10.00	\$1,000.00
Materials	2. Materials	50	\$20.00	\$1,000.00
Equipment	3. Equipment	10	\$100.00	\$1,000.00
Subcontractors	4. Subcontractors	5	\$200.00	\$1,000.00
Permits	5. Permits	1	\$1,000.00	\$1,000.00
Insurance	6. Insurance	1	\$1,000.00	\$1,000.00
Contingency	7. Contingency	1	\$1,000.00	\$1,000.00
Total				\$8,000.00



INFORMATION SYSTEMS

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 3Z1
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573

Mrs. J. McAnanama
Chief Executive Officer
Hamilton Public Library

AN/MUNICIPAL
CA4 ON HBL I10
A35

1991

1991 July 19th

URBAN MUNICIPAL

JUL 23 1991

GOVERNMENT DOCUMENTS

NOTICE OF MEETING

INFORMATION SYSTEMS COMMITTEE

Monday, 1991 July 22nd
10:30 o'clock a.m.
Committee Room, Regional Offices

Susan K. Reeder, Acting Secretary
Information Systems Committee

AGENDA

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act.

(b) Minutes of the Information Systems Committee Meeting held 1991 June 17th.

Recommendation:

Be received and Adopted as Presented.

(c) Errors or Omissions

(d) Business Arising out of Minutes

2. NEW BUSINESS

- (a) Presentation by Director - re: Computer replacement strategy. (no copy)
- (b) Request for proposal for replacement of two Central Processors with single Central Processor (91-122).
- (c) Relocation of Computer (91-123).
- (d) Rescheduling of meeting date. (no copy)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

Monday, 1991 June 17
10:30 o'clock a.m.
Chairman's Lounge, Regional Offices

The Information Systems Committee met.

There were present:

Alderman J. Gallagher, Chairman
Alderman G. Copps
Councillor A. Sloat
Chairman R. Whynott

Absent with regrets:

Councillor S. Napper (Health Reasons)
Alderman M. Kiss

Also Present:

Mr. J. G. Hindson, Director of Information Systems
Mr. K. Christenson, Secretary

1 b.

1. GENERAL

(a) Declaration of Interest

Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interests Act and no conflict on interest was made.

(b) Minutes

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 June 4 and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

(a) Information Systems Charges to Region and City of Hamilton (91-120)

The Committee was in receipt of an information report from the Director of Information Systems dated 1991 June 12 respecting the above-noted matter.

Following a graphic presentation by the Director of Information Systems, it was moved by Councillor Sloat and seconded by Alderman Copps that during the preparation of the 1992 Budget;

- (a) City Hall space costs be included in the costing formula for Information Systems costs.
- (b) The costs of the Administration and Support Services P.C.'s be included in the cost sharing formula.
- (c) The City pay for the support that has been received from the process Control Group in the development of the computer Network Standard.
- (d) The City pay for their portion of the support costs provided for the mutually-developed Maintenance Management System.
- (e) The process be open to the scrutiny and review of both the City and Regional Chief Administrative Officers and the respective Financial Departments.

Following discussion, the motion was withdrawn and it was moved by Councillor Sloat, seconded by Alderman Copps and **carried** that:

"The Committee receive the report from the Director of Information Systems, dated 1991 June 12 respecting the "Information Systems charges to the Regional and City of Hamilton (91-120)" and further that the report be referred to the Regional and City Chief Administrative Officers for consideration and a report back to the Information Systems Committee.

(b) **Budget Variances Report as at 1991 April 30 (IS-91-121)**

The Committee was in receipt of an information report from the Director of Information Systems dated 1991 June 12 respecting the above-noted matter.

It was moved by Chairman Whynott, seconded by Councillor Sloat and **carried** that the report be received and referred to Regional Council.

3. **OTHER BUSINESS**

The Committee discussed and agreed that the Information Systems Committee meeting scheduled for 1991 August 19 would be cancelled as there would be no quorum. The Committee further agreed that if required, the Committee Chairman would poll Committee Members to resolve any issue requiring action.

4. **ADJOURNMENT**

Moved by Councillor Sloat, seconded by Alderman Copps and **carried** that there being no further business, the meeting be adjourned.

Taken as read and approved,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

K. Christenson, Secretary

1991 June 17

2b.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 June 19

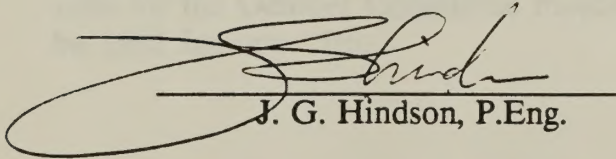
REPORT TO: Mr. K. Christenson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Request for Proposal for replacement of two Central
Processors with single Central Processor (91-122).

RECOMMENDATION:

- a) The Director of Information Systems and Manger of Purchasing be authorized to proceed to call for Requests for Proposals to replace the two IBM central computer processors (4341 O12 and 4381-S92) with a single processor and to replace six 3380 Model E disk drives with used 3380 Model K or 3390 disk drives.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The annual cost of the replacement processor and disk storage drives will be less than the current processor and disk drive costs.

BACKGROUND:

The ongoing business plan of Information Systems has been to rationalize the number and use of all resources.

At the present time, two IBM processors are in operation. The 4381 processor is used for most business functions and at projected processing loads will have insufficient computing capacity by January of 1992.

sd

CITY OF WASHINGTON MAYOR'S OFFICE

TO THE HONORABLE MAYOR
OF THE CITY OF WASHINGTON
FROM THE
OFFICE OF THE
DIRECTOR OF THE
BUREAU OF THE
CITY OF WASHINGTON

RE: [Illegible subject line]

[Illegible paragraph of text]

[Illegible signature and date]

Very respectfully,
[Illegible name]

The undersigned is in receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very truly,
[Illegible name]

The undersigned is in receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The undersigned is in receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The replacement of the processors and disk drives will:

- a) Prevent overloading of the central processor caused by insufficient central memory capability. Overloading is caused by excessive "paging" rates (swaps of computer memory to and from the disk drives) that are expected to approach the 20 page per second point by January 1992 at which time the processor would be overloaded.
- b) Reduce the number of processors from two to one.
- c) Eliminate the need for one Disk Drive control unit.

The replacement of the 4381 processor is falling closely to the original prediction of September 1991. This coincides with the expiration of the lease on the central processor. There are also six disk drives in service that have leases expiring in November.

As previously reported to the Committee, the timing of these replacements were planned to avoid the high costs of having to move to a water-cooled computer Central Processing Unit (CPU). The additional processing required is now available from air-cooled processors.

As computer prices are less each year, the replacement processor and disk drives will provide more capacity at less cost than the existing units.

The Requests for Proposals are expected to be sent to potential suppliers in September in time for the October Committee meeting. The proposed replacement date is expected to be 1992 January 15th.

c.c. Mr. T. Bradley, Manager of Purchasing

The importance of the program and the future

The first paragraph of the report is devoted to a general statement of the importance of the program and the future. It states that the program is a unique opportunity for the people of the world to learn about each other and to work together to solve the problems of the world.

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2c.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 July 17

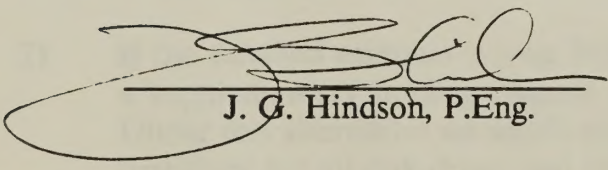
REPORT TO: Mr. K. Christenson, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Relocation of Computer (91-123)

RECOMMENDATION:

- a) That the Director of Information Systems be authorized to proceed with the Design and Detailed estimate stage for the computer relocation project at a cost not to exceed \$46,000.
- b) That funding be provided from Account # CF 5450-2688-51001 (Computer Environment Improvements).



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

At the 1991, June 4th meeting of the Committee, the Committee was advised that planning activities were in progress with respect to relocating the computer and disk drives out of the basement to the first floor of City Hall and relocating some of the displaced staff to the Ellen Fairclough Building.

CITY OF HAMILTON

RECORDS SECTION

1911 MAY 12

1911

RECEIVED BY THE CITY OF HAMILTON
FROM THE HON. J. G. BROWN

1911 MAY 12

RECEIVED BY THE CITY OF HAMILTON
FROM THE HON. J. G. BROWN

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1911 MAY 12

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FROM THE HON. J. G. BROWN

Project Status

The Property Department has performed a "Class D" estimate of the project, and currently estimates the cost at \$520,000 (details attached).

Project Funding

The current available capital funding for the Project is \$196,000. This estimate was provided by Information Systems based on what has turned out to be invalid assumptions concerning the current status of the air conditioning equipment and electrical systems. The estimate also did not include a major contingency provision. Information Systems accepts responsibility for this original estimate.

The challenge is to determine a method of financing the Project at this time or to determine a method of avoiding locating all or part of the computer in the basement until complete funding is available.

Alternatives

Proceed with the design phase (\$46,000) in order to determine a more precise estimate for the renovation costs, eliminate the furniture (\$66,000) from the terms of reference for the renovation work, then:

- 1) If the detailed estimate is under \$400,000, fund the Project by using Capital funding currently earmarked for Software Acquisition on the basis that the relocation project has a higher priority.
- 2) If the detailed estimate is over \$400,000, defer the project pending the outcome of a supplementary funding request as part of the 1992 capital budget submissions. Under this alternative we would attempt to install the replacement computer on the first floor but all disk drives and control units would remain in the basement. There would still be no fire suppression or other security improvements until additional funding is available.

There is no commitment or requirement to proceed with construction after the design phase is completed as the design activity is separate from the construction phase which would be tendered separately. If the entire project has to be deferred (option 2), the design plans would be useable at that time.

I would therefore recommend proceeding with obtaining the Detailed Design and cost estimate.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. D. W. Vyce, Director of Property

Attachment 1

The Property Department estimate for the cost of renovating the area on the first floor to accommodate the computer relocation, as well as the cost of renovating the area in the basement currently occupied has been estimated by the Property Department as follows:

Consultant Fees	\$ 52,000 (20% of Const Costs)
Tendering	\$ 1,000
Construction Cost	
\$ 50,000 (Office areas)	
\$ 25,500 (Data Centre)	
\$ 14,000 (Basement)	
\$ 50,000 (Replace A/C Equipment)	
\$ 25,000 (Sprinkler System)	
\$ 25,000 (Computer Floor)	
\$ 50,000 (Electrical)	
	\$239,500 (Subtotal)
Construction Contingency	\$ 24,500 (10% contingency)
Demolition, Phasing moves	\$ 5,000
Move-in, De-Commission existing facilities	\$ 1,500
Furniture and Equipment	\$ 66,000 (25% of construction)
Project Costs (Project Mgmt)	\$ 40,000
Building Permit & Printing	\$ 3,000
Photos	\$ 500
General Contingency	\$ 87,000 (20% of total)
TOTAL	\$520,000



INFORMATION SYSTEMS

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON

119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573



URBAN MUNICIPAL
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1991

1991 August 29

URBAN MUNICIPAL

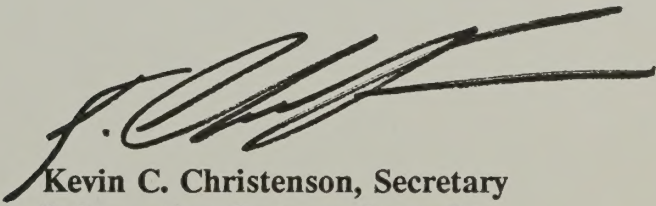
AUG 29 1991

GOVERNMENT DOCUMENTS

NOTICE OF MEETING

INFORMATION SYSTEMS COMMITTEE

Friday, 1991 September 6
9:00 o'clock a.m.
Committee Room, Regional Offices


Kevin C. Christenson, Secretary
Information Systems Committee

AGENDA

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting held 1991 July 22

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

- (a) Presentation by the Director of Information Systems re the Continuous Improvement Plan - What it means to Information Systems in terms of cost reductions. (No Copy)
- (b) Supplier for Computer Network Communications Switches (91-125)
- (c) Budget Variance Report - Region (91-126)
- (d) 1991 Budget Exception Report from City of Hamilton Treasurer (91-127)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

Monday, 1991 July 22
10:30 o'clock a.m.
Regional Committee Room

The Information Systems Committee met.

There were present: Alderman J. Gallagher, Chairman
Regional Chairman R. Wynott
Alderman M. Kiss
Alderman G. Copps

1 (b)

Absent with regrets: Councillor A. Sloat (vacation)

Also present: Mr. J. G. Hindson, Director of Information Systems
Mr. S. Chang, Property Department
Mrs. Susan K. Reeder, Acting Secretary

1. GENERAL

(a) Declaration of Interest

Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interests Act and no conflict of interest was made.

(b) Minutes

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 June 17 and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

(a) Request for Proposals for replacement of two Central Processors with single
& Central Processor (91-122)

(b)

The Committee was in receipt of a report from the Director of Information Systems dated 1991 June 19 respecting the above-noted matter.

Following a graphic presentation by the Director of Information Systems on the computer replacement strategy, it was moved by Chairman Wynott and seconded by Alderman Kiss and **carried** to approve the following:

That the Director of Information Systems and Manager of Purchasing be authorized to proceed to call for Requests for Proposals to replace the two IBM central computer processors (4341 O12 and 4381-S92) with a single processor and to replace six 3380 Model E disk drives with used 3380 Model K or 3390 disk drives.

(c) Relocation of Computer (91-123)

The Committee was in receipt of a report from the Director of Information Systems dated 1991 July 17 respecting the above-noted matter.

Following discussion on this report, it was moved by Chairman Whynott, seconded by Alderman Copps and **carried** to approve the following amended recommendation:

- (a) That the Director of Information Systems be authorized to proceed with the Design and Detailed estimate stage for the computer relocation project at a cost not to exceed \$46,000.00;
- (b) That funding be provided from Account No. CF5450-2688-51001 (Computer Environment Improvements);
- (c) That no further expenditures be made with respect to the relocation of the computer until such time as the consultant and the Director of Information Systems report back to the Information Systems Committee on the total cost estimates of the computer relocation project.

(d) Rescheduling of meeting date

The Committee discussed the present meeting schedule and it was moved by Alderman Kiss, seconded by Chairman Whynott and **carried** to amend the regular meeting schedule for the Information Systems Committee to meet on the first Friday of each month commencing at 9:00 o'clock a.m.

4. OTHER BUSINESS

The Committee discussed the replacement for Mayor Napper as a result of his recent passing and it was indicated to the Committee by Chairman Whynott that the Stoney Creek Council will be meeting at their next Council meeting to appoint Mayor Napper's responsibilities on various committees including the Information Systems Committee.

5. ADJOURNMENT

Moved by Alderman Kiss, seconded by Alderman Copps and **carried** that there being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

Susan K. Reeder
Acting Secretary
1991 July 22

2(b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 August 28

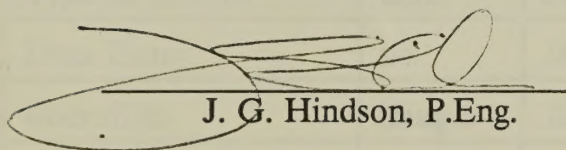
REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Supplier for Computer Network Communication
Switches (Concentrators) (I/S 91-125)

RECOMMENDATION:

- a) That four computer network concentrators be acquired from Cabletron Systems of Mississauga at \$57,324 (\$14,331 each), the lowest of 8 proposals received.
- b) That funds be provided from Account CH 56605-26032 (Lease - Computer Equipment).


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Network Concentrators are used to connect up to 48 computer terminals to the replacement computer network under development. The network concentrators will connect computers to the network with telephone-type wiring and will replace obsolete coaxial cable communication devices.

The closing date for the Proposals was 1991 July 7th. The Proposals were subsequently reviewed and are presented in the table below.

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal (Cabletron).

Supplier	Price [1]
Cabletron, Mississauga	\$14,331 <-- RECOMMENDED
Gandalf Data Ltd, Nepean Ont.	\$16,355
Digital Equipment, Burlington	\$25,065
Softalk, Enterprises, Newmarket	\$25,947
Bell Canada, Toronto	\$28,522

[1] For communications concentrator with equivalent components.

Incomplete bids:

Red Electronics, Willowdale, (network cards and transceivers only)
Trispec Communications, Weston, (no maintenance or support)
Optikon Corp., Waterloo, (no company information or references)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

2(c)

DATE: 1991 August 28

REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Budget Variance Report
As at 1991 June 30th (I/S 91-126)

BACKGROUND:

All Information Systems costs are charged to the Region and the City of Hamilton on the basis of unit costs per type of service used (e.g. cost per Systems Analyst hour, cost per Central Processor hour, etc). A review of all gross expenditures indicates that total expenditures are expected to be within budget.

Information Systems Rate Projections as of 1991 June 30th

Type of Service	Unit	1991 Budget Rate	1991 Proj Rate	Comment
Data Entry	no.	.00449	.00449	on budget
Microfilm	images	.05074	.05074	on budget
Lines Printed	no.	.001	.001	on budget
CPU	hours	583.56	583.56	on budget
Disk/Tape Storage	%/mo	544.45	544.45	on budget
Systems Analyst	hours	68.289	68.289	on budget
Programming	hours	45.430	45.430	on budget
Communications (a)	no.	48.790	48.790	Possible increase [1]
Communications (b)	no.	33.654	33.654	Possible increase [1]
Support Services	no PC's	49.009	44.000	Probable 5% decrease

Notes [1] Bell Canada has imposed a 20% increase on all data lines effective July 1
[2] Does not include 1991 contract increases granted above 4%, or GST impacts.

Potential Revenue Increases from Regional Departments (projected Information Systems Deficits)

Revenue increase can be caused if a department requests or requires additional services, for example, as the result of increased Social Services caseloads.

Revenue increases (if the unit costs of service remains the same) are caused when Regional users consume more units than expected and the City uses less than expected.

The forecast as of 1991 June 30th with respect to Regional Departments is a projected deficit of \$108,935, an increase of \$58,935, reported in the previous Budget Exception Report. Projected deficits of departments totalling \$129,570 are listed below. These are offset, however, by savings identified in other departments for Support Services and PC maintenance costs in the amount of \$20,635.

Accounting	\$47,850 deficit due to the systems analysis and programming hours devoted to the installation and testing of new MSA software.
Social Services	\$27,845 (net of subsidy) deficit due to programming, disk storage, communications and terminals. Variances are associated with increased caseloads and unexpected number of Ontario legislation changes affecting client systems.
Revenue	\$41,965 deficit due to the Wang migration costs for the Accounts Receivable systems.
Planning	\$11,910 deficit due to the additional systems and programming services and PC equipment costs. The portion of these costs related to Local Planning are being analyzed. Their allocation will be reported in the next Budget Exception Report.

Information Systems is currently monitoring all expenditures as they affect the charging rates for each type of service. The number of units used is within the control of the user departments.

As indicated previously, completion of the Wang migration will require funding beyond that available in the current budget. Four of the five Wang processors have been decommissioned. All applications have been migrated from the remaining processor except Accounts Receivable, Local Improvements (both in progress) and the Meter Reader Routing System.

An option is being considered that would help to contain the funding required by "downsizing" the remaining Wang processor and deferring the Meter Reading conversion

2 (2)

until 1992.

A report recommending a financing plan will be prepared for an upcoming meeting of the Committee.

c.c. Mr. G. W. Lawson, Treasurer and Commissioner of Finance

1. The first part of the report deals with the general situation of the country and the position of the various groups. It is a very general and superficial treatment of the subject, but it gives a good impression of the general situation.

2. The second part of the report deals with the economic situation of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the economic situation.

3. The third part of the report deals with the social situation of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the social situation.

4. The fourth part of the report deals with the political situation of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the political situation.

5. The fifth part of the report deals with the cultural situation of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the cultural situation.

6. The sixth part of the report deals with the military situation of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the military situation.

7. The seventh part of the report deals with the foreign relations of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the foreign relations.

8. The eighth part of the report deals with the future of the country. It is a very detailed and thorough treatment of the subject, and it gives a good impression of the future of the country.

2 (d)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 August 28

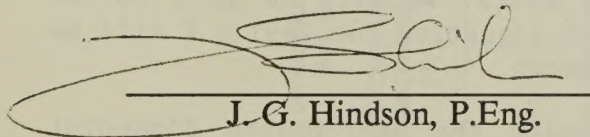
REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: 1991 Budget Exception Report from the City Treasurer
(I/S 91-127)

RECOMMENDATION:

That the attached report from the City of Hamilton Treasurer be received.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Attached is a report from the City of Hamilton Treasurer with respect to the Information Systems Expenditures for the period ending 1991 July 31.

c.c. Mr. E. C. Matthews, Treasurer

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 August 21

AUG 23 1991

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

FROM: Mr. E. C. Matthews
Treasurer

SUBJECT: SUMMARY OF REVENUES AND EXPENDITURES FOR THE SEVEN
MONTHS ENDED JULY 31, 1991 COMPARED WITH BUDGET

BACKGROUND:

Attached is a Summary of Revenues, (Pages 1 and 2) and a Summary of Expenditures by Standing Committee (Page 3) for the period ended July 31, 1991, comparing budget actual for 1991 and also comparing the current percentage of actual to budget with the previous year's percentage.

The financial position appears satisfactory but the potential impact of additional costs such as Pay Equity, Rightsizing, G.S.T., increase to the U.I.C. rate and the Local 2 Fire contract have not as yet been measured. Once more accurate numbers have been attached to these costs, we will be in a better position to express an opinion on the financial situation for 1991. I will be advising the committee as these costs become known.

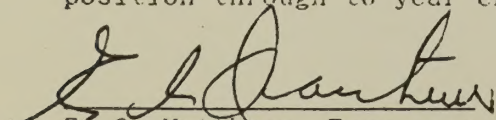
I am sending a copy of this report along with the appropriate financial information to the respective secretaries of the other three standing committees, and other committees, for their review. Each committee report contains Treasury comments.

REVENUES

Pages 1 and 2 - Page 2, Revenues in total for 1991 are slightly higher than 1990, 95.4% vs. 94.2%, however, the position through to year end appears to be stable.

EXPENDITURES

Page 3. Total City Expenditures for 1991 expressed as a percentage of the total approved budget are slightly higher than 1990, 60.7% vs. 57.8%, however, the position through to year end appears to be stable.



E. C. Matthews, Treasurer

Att'd.

c.c. Ms. C. Coutts, Secretary, Planning and Development Committee
Mr. K. Christenson, Secretary, Parks and Recreation Committee
Ms. T. Agnello, Secretary, Transport and Environment Committee
Mr. S. Dembe, Secretary, Hamilton-Scourge Committee
Mr. D. Carson, Executive Assistant to the Mayor
Mr. K. Christenson, Secretary, Information Systems Committee

INFORMATION SYSTEMS

CITY OF HAMILTON
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR SPECIAL COMMITTEES OF COUNCIL
FOR THE PERIOD ENDED JULY 31, 1991

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERV YR (7)	BALANCE (8)
INFORMATION SYSTEMS	3,639,670	51,764	1,738,033	1,789,797	49.2	54.2	1,849,873
	3,639,670	51,764	1,738,033	1,789,797	49.2	54.2	1,849,873

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



INFORMATION SYSTEMS

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573



1991 September 27

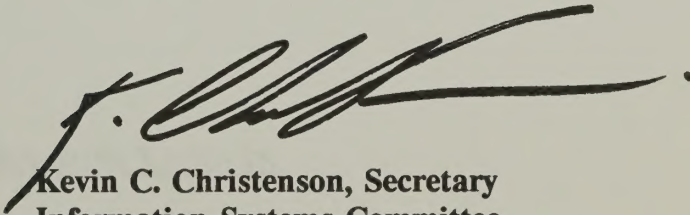
URBAN/MUNICIPAL
CA4 ON HBL IIO
A35

1991

NOTICE OF MEETING INFORMATION SYSTEMS COMMITTEE

Friday, 1991 October 4
9:30 o'clock a.m.
Committee Room, Regional Offices

URBAN MUNICIPAL
OCT 4 1991
GOVERNMENT DOCUMENTS


Kevin C. Christenson, Secretary
Information Systems Committee

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting held 1991 September 6

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

- (a) Replacement of Central Processor and Disk Drives (I/S 91-128)
- (b) Computer Area Renovations Study - Progress Report (I/S 91-129)
(Information Report)
- (c) November 12 Municipal Election Processing (91-130) (Information Report)

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

LIST OF OUTSTANDING ITEMS
INFORMATION SYSTEMS COMMITTEE

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION REQUIRED BY</u>	<u>STATUS</u>
1. Information Systems Charges Report	1991 June 17	C.A.O. - City of Hamilton C.A.O. - Hamilton-Wentworth Region	Report Pending
2. Computer Relocation Project	1991 July 22	Director of Information Systems	Report Pending

1991 September 25

1(b)

Friday, 1991 September 6
9:15 o'clock a.m.
Committee Room, Regional Offices

The Information Systems Committee met.

Present: Alderman J. Gallagher, Chairman
Regional Chairman R. Whynott
Councillor A. Sloat

Regrets: Alderman G. Copps, Illness
Alderman M. Kiss, City Business
Councillor L. DiIanni, Regional Business

Also Present: Mr. L. Sage, Chief Administrative Officer, City of Hamilton
Mr. J. Hindson, Director, Information Systems
Mr. K. Christenson, Secretary

1. GENERAL

(a) Declaration of Interest

Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interests Act and no conflict of interest was made.

(b) Minutes

The Committee was in receipt of the minutes of the meeting of the Information Systems Committee held 1991 July 22 and approved the recommendation that the minutes be received and adopted as presented.

2. NEW BUSINESS

(a) Presentation Re: "Continuous Improvement Plan"

The Director of Information Systems gave a presentation on the "Continuous Improvement Plan". He informed the Committee that the Plan had four key objectives:

- i. improve customer satisfaction
- ii. reduce costs
- iii. improve service
- iv. improve employee morale

He detailed the "Recipe for Success" via the "Continuous Improvement Plan" through the following steps:

- commit to change
- team approach
- review/change all processes
- eliminate defects
- employment culture change

Mr. Hindson concluded his presentation by informing the Committee that through the "Continuous Improvement Plan" savings of \$73,588.00 would be realized in the Information Systems Department's 1992 Budget.

Following discussion, it was moved by Councillor Sloat, seconded by Chairman Whynott, and carried that the Committee receive this presentation.

(b) **Supplier for Computer Network Communications Switches (91-125)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 August 28 respecting "Supplier for Computer Network Communications Switches". It was moved by Chairman Whynott, seconded by Councillor Sloat and **carried** that the Committee approve the following:

- (a) That four computer network concentrators be acquired from Cabletron Systems of Mississauga at \$57,324.00 (\$14,331.00 each), the lowest of 8 proposals received.
- (b) That funds be provided from Account No. CH56605 26032 (Lease - Computer Equipment).

(c) **Budget Variance Report as at 1991 June 30 (91-126)**

The Committee was in receipt of an information report from the Director of Information Systems dated 1991 August 28 respecting "Budget Variance Report as at 1991 June 30". It was moved by Councillor Sloat, seconded by Chairman Whynott and **carried** that the report be received.

(d) **1991 Budget Exception Report from the City Treasurer (91-127)**

The Committee was in receipt of a report from the Director of Information Systems dated 1991 August 28 respecting "1991 Budget Exception Report". It was moved by Chairman Whynott, seconded by Councillor Sloat and **carried** that the "1991 Budget Exception Report" from the City Treasurer be received.

3. **ADJOURNMENT**

Moved by Councillor Sloat, seconded by Chairman Whynott and **carried** that there being no further business, the meeting be adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

Mr. K. C. Christenson, Secretary
1991 September 6

21a

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 22

REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Replacement of Central Processor and Disk Drives (I/S
91-128)

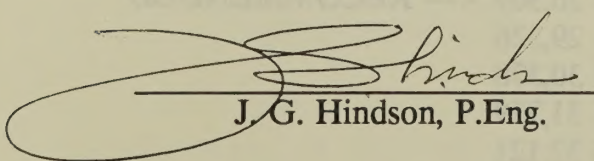
RECOMMENDATION:

- a) That IBM of Hamilton, provide leasing services in accordance with their Proposal dated 1991 September 4th. Lowest acceptable of seven leasing proposals received.

One 9121 Central Processor (replacing one 4381 and one 4341 processors) at \$26,309/month for 48 months (plus GST and PST) from Account # CH 56605-26020 (Equipment Leasing).

Three model 3390 Disk Drives and Communications Director (replacing 6, 3380E disk drives) at \$14,166/month (total) for 48 months (plus GST and PST) from Account # CH 56605-26020 (Equipment Leasing).

- b) That the Leasing Agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- c) The term of the Agreement is to be to 1994 November 30th, with an option in favour of the City to extend for the balance of the lease term.
- d) That the City of Hamilton Mayor and Clerk be authorized to execute the Master Lease Agreement.



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The replacement Central Processor and disk drives will cost less than the equipment that they replace.

BACKGROUND:

Council approved at its meeting 1991 July 30th, the issuance of Requests for Proposals for the replacement of the two central processors with a single central processor and the replacement of six disk drives.

Below, are the results for the responses to the Request for Proposals issued by the Manager of Purchasing with a closing date of 1992 September 5th.

It is recommended that the replacement central processor and disk drives be leased from IBM, Hamilton on the basis of the lowest cost per month (lowest acceptable of seven proposals). Leasing is recommended due to the specialized nature and uncertain future (salvage) value of the equipment.

The replacement central processor and three disk drives will cost less than the current two processors and six disk drives.

Proposals were received from Hitachi Data Systems and Triathlon Leasing involving Hitachi Central Processors. However, there is inadequate maintenance and support services available locally for Hitachi Equipment at this time. There is only one reported Service representative in Hamilton. There are twenty Customer service representatives in Hamilton to service IBM equipment. IBM also has 100 employees in Hamilton providing support for IBM equipment and products.

RESULTS OF LEASING PROPOSALS - 1991

Central Processor (CPU) and Communications Director only

48 month lease, rate per month

Triathlon A, Thornhill (Hitachi CPU) [1]	\$ 15,770 (inadequate service in Hamilton)
Hitachi Data Sys, Toronto [1]	\$ 18,900 (inadequate service in Hamilton)
IBM, Hamilton	\$ 26,309 <--- RECOMMENDED
Triathlon B, Thornhill (IBM CPU)	\$ 29,326
Scott Computer, Mississauga	\$ 30,378
Equity Equipment, Oakville	\$ 31,729
National Bank Leasing, Toronto	\$ 32,121

[1] Does not include Communications Director

RESULTS OF LEASING PROPOSALS - 1991

Three 3390 Disk Drives

48 month lease, rate per month

IBM, Hamilton	\$ 14,166 <--- RECOMMENDED
Scott Computer, Mississauga	\$ 16,213
Triathlon Leasing, Thornhill	\$ 16,267
Equity Equipment, Oakville	\$ 16,934
National Bank Leasing, Toronto	\$ 17,143

INCOMPLETE BID - EMC Corporation, Etobicoke

NO BID

Amdahl Canada, Toronto
Bankers Acceptance Lease Corp, Hamilton
Greyvest Computer Leasing, Toronto
Bull Information Systems, Burlington
Delta Computer Leasing, Kingston
Toronto Dominion Bank, Hamilton
Leaseametric Canada Inc, Mississauga

216.

- INFORMATION -

DATE: 1991 September 25

REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Area Renovations Study - Progress Report
(I/S 91-129)

BACKGROUND:

At the 1991 July 22nd meeting of the Committee (Report 91-123), the Committee approved of the preparation of the detailed design and cost estimates for the renovation and security improvement of the computer area at the City Hall processing site.

To date the following tasks have been completed:

- a) A Project Team has been assembled including representation from the Property Department (Maintenance Division), Information Systems Department, and the Project Manager.
- b) Computer Planning Associates has been engaged as the design Consultant.
- c) The Project Team has been meeting on a weekly basis, with regular progress reports.
- d) Input has been obtained from the following regarding the needs and requirements for the computer area:
 - * Property Department
 - * Information Systems
 - * Royal Insurance Company
 - * Chubb Security
 - * Fire Department
 - * Dalton Insurance

The current schedule for completion of the detailed design and cost estimates is within the next two weeks. It is very important that the design recommendations take into account all factors and the input needed from all the parties involved. The detailed design and cost estimates will then be brought to the Information Systems Committee for review.

Due to the timing of the delivery of the replacement Central Processor and disk drives, it will be necessary to locate the replacement processor (Report 91-128) and disk drives in the basement area until final decisions can be made when the results of the detailed design study and funding for the renovations are completed.

The alternative of attempting to locate the Central Processor on the ground floor with the disk drives in the basement until the renovations are completed was considered, but not recommended by the manufacturer or staff, due to communication cabling constraints.

CITY OF HAMILTON

- INFORMATION -

21c

DATE: 1991 September 26

REPORT TO: Mr. K. Christenson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: November 12th Municipal Election Processing (91-130)

BACKGROUND:

The Central Computer Facility will again be used to count and summarize the 1991 Municipal Election results for the upcoming Election on November 12th.

Considerable preparations are made for any election including set up and testing of the summary programs, preparation of equipment and backup equipment and extra security arrangements.

The Clerk's Department and Information Systems are having meetings to coordinate the processing activities.

This will be the last election that will be run using the EL-80 election system that uses punch cards to record the vote and subsequently process the count in the Data Centre as punch card technology is now obsolete.

Listed below, for the information of the Committee, are the persons who will be permitted to access the Computer Centre during Election night. These people will be issued special badges valid for November 12th only.

Data Centre [1]

L. Sage
K. Avery
J. Hindson
G. Cuddy
J. Schatz
B. Leonard
S. Hollowell
R. Cole
R. Hyrnyk
A. Benson
L. Cooper
T. Bryce
J. Adamson

Computer (Processing) Room

M. Goldsmith
R. Hampson
M. Falcone
R. McInnis
R. Stone
L. Kurluk
G. Agandi
K. Sharp
G. Mazzetti
D. Baker
R. Denardis

[1] Additional designates may be made by Clerk's Office prior to Election night

Table 1 (continued)

- 1. 1980
- 2. 1981
- 3. 1982
- 4. 1983
- 5. 1984
- 6. 1985
- 7. 1986
- 8. 1987
- 9. 1988
- 10. 1989
- 11. 1990
- 12. 1991
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- 14. 1993
- 15. 1994
- 16. 1995
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- 18. 1997
- 19. 1998
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- 34. 2013
- 35. 2014
- 36. 2015
- 37. 2016
- 38. 2017
- 39. 2018
- 40. 2019
- 41. 2020
- 42. 2021
- 43. 2022
- 44. 2023
- 45. 2024
- 46. 2025
- 47. 2026
- 48. 2027
- 49. 2028
- 50. 2029
- 51. 2030
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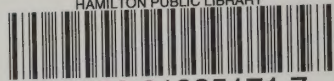
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